



**MEMORANDUM**

FOR : **YESLY CORAZON R.D. JAEN**  
*Director IV, Administrative Service*

FROM : **ANTONIO EDWARD E. PADRE**  
*Director IV, Infostructure Management Bureau*

SUBJECT : **REQUEST FOR THE PUBLICATION OF HIRING JOB ORDER PERSONNEL OF THE GOVERNMENT ONLINE SERVICES DIVISION UNDER THE INFOSTRUCTURE MANAGEMENT BUREAU**

DATE : **13 June 2022**

We respectfully request the approval of the online publication of hiring replacement Job Order personnel for the Government Online Services Division (GOSD) to fill the following vacated positions:

| No. | Position Title                      | Function / Section                     | No. of Personnel Required | Salary Grade |
|-----|-------------------------------------|--|---------------------------|--------------|
| 1   | Computer Maintenance Technologist I | Technical Support for the GWHS / GWHS  | 2                         | 11           |
| 2   | Computer Programmer I               | Management & Development of GWT / GWHS | 1                         | 11           |
| 3   | Information Systems Researcher I    | Helpdesk Technical Support / GWHS      | 1                         | 10           |
| 4   | Information Systems Researcher I    | Level I Support for DNS Hosting /DNS   | 1                         | 10           |

For your kind consideration.

Digitally signed  
by Padre Antonio  
Edward Eda

**ANTONIO EDWARD E. PADRE**  
*Director IV, IMB*





### Infostructure Management Bureau – Government Online Services Division

The Government Online Services Division (GOSD) under the DICT- Infostructure Management Bureau (DICT - IMB) Central Office is looking for the following Job Order Personnel for immediate hiring:

Central Office (C.P. Garcia, Diliman Quezon City)

| POSITION                                   | FUNCTION  | NO. OF POSITION | SALARY GRADE | MONTHLY RATE + 20% PREMIUM |
|--|---|-----------------|--------------|----------------------------|
| Computer Maintenance Technologist I (GWHS) | Technical Support for the Web Hosting Service         | 2               | 11-1         | 26,779.20                  |
| Computer Programmer I (GWHS)               | Management and Development of Government Web Template | 1               | 11-1         | 26,779.20                  |
| Information Systems Researcher I (GWHS)    | Helpdesk Technical Support                            | 1               | 10-1         | 24,262.80                  |
| Information Systems Researcher I (DNS)     | Level 1 Support for DNS hosting                       | 1               | 10-1         | 24,262.80                  |

Interested applicants may apply thru this link; <https://forms.gle/YF5oarXe8WCyFTTr6> . The IMB - GOSD JOB APPLICATION FORM requires the applicant to upload the following documents (in PDF format).

1. Letter of Intent – addressed to
  - ENGR. ANTONIO EDUARDO E. PADRE  
**Director IV**  
Infostructure Management Bureau
2. Filled out PERSONAL DATA SHEET & WORK EXPERIENCE SHEET.
  - (please follow this link provided below <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html> CSC PDS (Revised 2017) for a downloadable form and your guide in filling out the form.
  - Convert into one (1) PDF file.
3. Updated CURRICULUM VITAE
  - Ensure that you indicate your active email address and contact number.



Government Online Services Division

NOTICE OF VACANCIES

1. Computer Maintenance Technologist I – Infostructure Management Bureau, Government Online Services Division

|   |  |
|---|--|
| Monthly Salary                                  | Salary Grade 11 (Php 22,316.00) + 20% Premium          |
| Function  | Technical Support for the Web hosting Services         |
| Education                                       | Bachelor's degree relevant to the job                  |
| Training  | None required  |
| Experience                                      | None required  |
| Eligibility<br>(Preferable but<br>not Required) | Career Service (Professional) Second level Eligibility |

2. Computer Programmer I - Infostructure Management Bureau, Government Online Services Division

|   |  |
|---|--|
| Monthly Salary                                  | Salary Grade 11 (Php 22,316.00) + 20% Premium          |
| Function  | Management & development of Government Web Template    |
| Education                                       | Bachelor's degree relevant to the job                  |
| Training  | None required  |
| Experience                                      | None required  |
| Eligibility<br>(Preferable but<br>not Required) | Career Service (Professional) Second level Eligibility |

3. Information Systems Researcher I - Infostructure Management Bureau, Government Online Services Division

|   |  |
|---|--|
| Monthly Salary                                  | Salary Grade 10 (Php 20,219.00) + 20% Premium          |
| Function  | Helpdesk Technical Support                             |
| Education                                       | Bachelor's degree relevant to the job                  |
| Training  | None required  |
| Experience                                      | None required  |
| Eligibility<br>(Preferable but<br>not Required) | Career Service (Professional) Second level Eligibility |



4. Information Systems Researcher I - Infostructure Management Bureau, Government  
Online Services Division

|   |  |
|---|--|
| Monthly Salary                                  | Salary Grade 10 (Php 20,219.00) + 20% Premium          |
| Function  | Level 1 Support for DNS Hosting                        |
| Education                                       | Bachelor's degree relevant to the job                  |
| Training  | None required  |
| Experience                                      | None required  |
| Eligibility<br>(Preferable but<br>not Required) | Career Service (Professional) Second level Eligibility |