

## **INTERESTED APPLICANTS**

The Professional Regulation Commission is in need of the following IT positions at the Central Office for the preparation and implementation of various ICT projects:

### 1. Systems Design Analyst

- Responsibilities:
  - Assist in the analysis of the present system and procedures and improving the existing operations;
  - Assist in the formulation of database structures and design
  - Assist in the preparation of systems documentation
  - Examine existing IT systems and business models
  - Analyze systems requirements
  - Undertake product development
  - Implement, configure and test feasible solutions
  - Assist in the development of new Information Systems
  - Assist in the conduct of user's training orientation on the implementation of information systems
  - Performs other functions as may be assigned
- Qualifications:
  - a. Bachelor's degree in the field of Information Technology (i.e., Computer Science, Computer Engineering, etc.) or with equivalent experience
  - b. Minimum 2 years combined work experience in performing of testing and debugging and assisting with analysis and design.

### 2. Computer Maintenance Technologist

- Responsibilities:
  - Install computers and perform diagnostics on computer hardware
  - Assist users of micro-computers and standard software systems at installation and when problems occur
  - Install new peripheral units and making necessary parameters adjustments in operating systems and drives
  - Assist in the procurement, evaluation, inspection, installation and deployment of hardware, software and other ICT resources
  - Install, maintain and troubleshoot the Commission's network including the various hardware/software/ system components
  - Ensure that the computer hardware and network infrastructure is properly maintained
  - Performs other functions as may be assigned
- Qualifications:
  - a. Bachelor's degree in the field of Information Technology (i.e., Computer Science, Computer Engineering, etc.) or with equivalent experience
  - b. Minimum of 1-year relevant experience

- c. Install software and operating systems configuration on particular hardware

**Interested applicants must submit their updated Personal Data Sheet (PDS), resume, original/ authenticated copy of Transcript of Record and authenticated copy of Eligibility/PRC License if available, and Training Certificates to:**

Ms. EVELYN C. BAYAUA  
Officer-in-Charge  
Human Resource Management Division  
Professional Regulation Commission  
P. Paredes St. cor. Morayta, Sampaloc, Manila

or send to  
prc.hrmd@gmail.com

For inquiries you may call 736-2246.

Thank you very much.