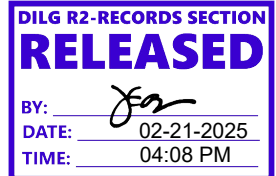




REHIYON
DOS
E-HUB
Excellence. Hardwork. Unity. Balance.



R02-2025-02-21-017



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
<http://region2.dilg.gov.ph>

ANNOUNCEMENT

(February 20, 2025)

DILG Regional Office No. 02 is in immediate need of a personnel under **Contract of Service** basis with the following location, qualifications, and responsibilities:

- **One (1) Database Administrator**
Php 35,097.00/month for the period March to December 2025

Location: Regional Office

Qualifications and Skills:

- **Education:** Bachelor's Degree in Information Technology, Computer Science or equivalent;
- **Experience:** One (1) year of relevant experience;
- **Training:** Four (4) hours of relevant training;
- Strong written and oral communication is an advantage;
- Knowledge on how to manage and maintain databases;
- Knowledge on computer and/or network security system, applications and hardware;
- Knowledgeable in relational database management systems such as MySQL, MariaDB and PostgreSQL; and
- Can write simple or complex SQL queries.

Responsibilities/Tasks:

- Assist in the installation, maintenance, upgrade and testing of software;
- Conducts database Management related research for Best Practices, Development Plan and Enhancement Proposals;
- Documents and consolidates data quality issues found in databases and formulation solutions to address the issues with close coordination with the Data Analyst;
- Analyzes risks identified during the Back up and Restoration planning;
- Assists in the regular Back up of DILG databases;
- Assists in the database restoration planning;
- Assists in the restoration of DILG databases so the department can continue to operate or quickly resume mission-critical functions;
- Designs and develops data reports and reporting dashboards;
- Develops tools to monitor the DILG databases and Users performance and data quality;

- Assists in the Development of the DILG-LG Sector Data Dictionary to promote and enforce good data governance within the LG Sector;
- Maintains an archive of database backup files;
- Maintains and ensures availability and integrity of Regional databases;
- Provides support in the roll-out of new Information Systems downloaded by Central Office thru ISTMS;
- Provides technical assistance on queries regarding the DILG Intranet and assigned Information Systems under the Intranet;
- Assist in the maintenance of the Regional Website;
- Authorized to travel to assist in the conduct of trainings, workshops, and seminars;
- Ensures that all-backed-up databases can be restored to their original Forms;
- Provides and monitors user access permissions and privileges to the database; and
- Perform other related duties under the supervision of the Regional Information Technology Officer.

Interested applicants must indicate in their application letter the specific position and place of assignment they are applying for and apply through the link: <https://bit.ly/3X6P1bv> or scan the QR Code not later than March 2, 2025:

1. Application Letter addressed to **RD Agnes A. De Leon, CESO IV**;
2. Duly accomplished and Notarized Personal Data Sheet with recent passport size picture, name tag and signature with Work Experience Sheet;
3. Certificate of Employment from previous employer (if applicable);
4. Duly authenticated photocopy of Transcript of Records;
5. Diploma; and
6. Certificate of Trainings.

PLEASE NOTE THAT ONLY APPLICATIONS WITH COMPLETE DOCUMENTS SUBMITTED ONLINE WILL BE CONSIDERED IN VIEW OF OUR E-RECRUITMENT PROCESS.

Note: *DILG is proud to be an equal opportunity employer, fostering a workplace that values diversity and inclusion. We strictly prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic by law. We welcome applications from all qualified individuals and are dedicated to ensuring a fair and inclusive hiring process. Our commitment extends to providing an environment where everyone has an equal opportunity to thrive and contribute.*



(sgd.)
IVE B. SALUDEZ
Chief Administrative Officer

Noted by:
(sgd.)

2025.02.21 15:38:08+08'00'
AGNES A. DE LEON, CESO IV
Regional Director

FAD/PHRMS/IBS/GTM/MCD/nar

RO2-FAD-2025-02-20-011

WE ARE HIRING



ONE (1) DATABASE ADMINISTRATOR LOCATION: REGIONAL OFFICE

QUALIFICATIONS AND SKILLS:

Education: Bachelor's Degree in Information Technology, Computer Science or equivalent

Experience: One (1) year of relevant experience

Training: Four (4) hours of relevant training

Other Qualifications:

- Strong written and oral communication is an advantage;
- Knowledge on how to manage and maintain databases;
- Knowledge on computer and/or network security system, applications and hardware;
- Knowledgeable in relational database management systems such as MySQL, MariaDB, and PostgreSQL; and
- Can write simple or complex SQL queries.

Interested applicants must indicate in their application letter the specific position and place of assignment they are applying for and apply through the link: <https://bit.ly/3X6P1bv> or the QR Code provided not later than **March 2, 2025**. Further, they are required to submit the following:

1. Application Letter addressed to **RD Agnes A. De Leon, CESO IV**;
2. Duly accomplished and Notarized Personal Data Sheet with recent passport size picture, name tag, and signature with Work Experience Sheet;
3. Certificate of Employment from previous employer (if applicable); and
4. Diploma.



PLEASE NOTE THAT ONLY APPLICATIONS WITH COMPLETE DOCUMENTS SUBMITTED ONLINE WILL BE CONSIDERED IN VIEW OF OUR E-RECRUITMENT PROCESS.

Refer to link for the **COMPENSATION, OTHER QUALIFICATIONS, DUTIES AND RESPONSIBILITIES** and **APPLICATION REQUIREMENTS**



Prepared by:

(sgd.)

ALMIRA B. PASCUAL
ADA IV

Noted by:

(sgd.)

IVE B. SALUDEZ
Chief Administrative Officer

Recommending Approval:

(sgd.)

ELPIDIO A. DURWIN, CESO IV
Assistant Regional Director

Approved by:

(sgd.)

AGNES A. DE LEON, CESO IV
Regional Director

2025.02.21 15:38:18+08'00'