



NOTICE OF VACANT POSITION

PROJECT TECHNICAL STAFF III

Cost of Service

Monthly Basic Salary: Php 51,304.00 plus 20% Premium

Terms of Reference:

Place of Assignment : Technical Division
CHED Caraga, Ampayon, Butuan City
No. of Vacancies : One (1)

Minimum Qualification Standards:

Education : Bachelor's Degree in Information Technology, Computer Science, Information Systems, or any related field.
Experience : One (1) year work experience relevant to the job
Training : 8 hours of relevant training; and
Eligibility : Second Level Civil Service Eligibility

Attributes:

1. Technical Proficiency

- Solid understanding of web development (HTML, JS, CSS, Vue, Laravel, Tailwind).
- Experience with Git/GitHub for version control and collaboration.
- Knowledge of databases (MySQL/MariaDB preferred)
- Familiarity with network administration (Firewall, LAN, WAN, IP addressing, DNS, routers/switches/access points).
- Basic knowledge of CCTV systems and configuration.
- Familiarity with basic computer hardware repair and troubleshooting, including diagnosing common PC issues and replacing components if necessary.

2. Problem-Solving Skills

- Can diagnose and fix PC, printer, and network issues quickly.
- Ability to troubleshoot both software and hardware problems with minimal downtime.

3. Communication Skills

- Able to explain technical concepts to **non-technical staff** in simple terms.
- Good written skills for documentation and reports.

4. Work Ethic & Attitude

- Trustworthy and maintains confidentiality
- Must be a team player



Job Functions:

1. Development and maintenance of CHED Caraga's internal and external systems.
2. Handle database administration tasks such as managing and optimizing databases.
3. Monitor and maintain the CHED Caraga Network Infrastructure
4. Monitor and maintain the CHED Caraga Server Room
5. Monitor and maintain the CHED Caraga CCTV System.
6. Assist in maintenance and enhancement of the CHED Caraga website including the messaging facilities.
7. Assist in the development and implementation of disaster control and recovery plans of CHED's information system/databases.
8. Assist on virtual and/or face to face activities to be conducted by the technical and administrative division.
9. Conduct constant follow-up to HEIs regarding Data collection.
10. Perform other related tasks as assigned by the Supervisor and Regional Director.

Interested Applicant should submit the following documents through email at hrcaraga@ched.gov.ph

1. Application Letter
2. Personal Data Sheet (CS Form 212, revised; downloadable)
3. Transcript of Records and Diploma
4. Certificate of Employment (if applicable)
5. Certificate of Eligibility (if applicable)
6. Certificate of Training Attended (if applicable)
7. Performance Rating for the last 2 rating periods or its equivalent (if applicable)

Address Application Letter to:

NELIA A. ALIBIN, PhD
Director IV
Commission on Higher Education
HEDC Building, CSU Compound, Ampayon, Butuan City

Deadline of Submission: December 15, 2025

Note:

All vacant positions shall be open to all qualified applicants regardless of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

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Approved for Posting:

NELIA A. ALIBIN, PhD
Director IV