



Funding the Republic

Republic of the Philippines
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila



EMPLOYEE REQUISITION FORM

Requisition
No. _____

Date: February 26, 2025
Division: Hardware Maintenance Division
Position: Information Technology Officer I
Item Number: BTRB-ITO1-23-1999
Salary Grade: 19
Desired Starting Date: Immediate

Proposed Job Description:

1. Maintain documentation of the baseline configurations aligned with specifications and requirements of network solutions.
2. Develop and maintain documentation for ICT processes and solutions to computing operations and services to stakeholders.
3. Collaborate with the Information Security Team to enforce endpoint security configurations and updates.
4. Collaborate in the planning, assessment, and procurement of ICT projects necessary for the continuity of ICT operations.
5. Provide recommendations for process improvements, technology upgrades, and asset lifecycle management.
6. Gather information to identify areas for improvement in ICT operations, policies, and user support processes.
7. Perform other duties as may be assigned by the superior from time to time.

Relevant Education:

- Bachelor's degree relevant to the position (preferably Bachelor of Science in Computer Science/Engineering, Information Technology & other related IT courses).

Experience:

- Two (2) years of relevant experience.

Training/Certification (if any):

- 8 hours of relevant training.

Eligibility:

- Career Service (Professional)/Second Level Eligibility