

EMPLOYEE REQUISITION FORM

Requisition No. _____

Date: February 24, 2025
Position: Chief Treasury Operations Officer I - SAD
Item Number: BTRB-CTREOO2-21-1999
Salary Grade: 22
Desired Starting Date: Immediate

Proposed Job Description:

1. Assist in managing the monitoring and maintenance of Data Center infrastructure, domain servers, and network security to ensure efficient operations, system availability, and proactive threat mitigation.
2. Oversee and ensure the effectiveness of backup, restoration, and disaster recovery activities to maintain data integrity and business continuity.
3. Supervise and mentor Section Chiefs, ensuring the effective execution of plans, projects, and operational activities assigned to each Section to optimize performance and service delivery.
4. Assist in the development and implementation of plans, programs, and capacity-building initiatives to enhance staff competencies and improve operational efficiency.
5. Ensure the alignment of the Division's goals, targets, and programs with the Bureau's ICT Roadmap, the Management Information Systems Service (MISS) objectives, and the Information Systems Strategic Plan (ISSP).
6. Review and evaluate procurement plans, accomplishment reports, and status updates to support strategic decision-making and efficient resource allocation.
7. Oversee the implementation and updating of ICT policies governing hardware, software, and network resources, ensuring compliance with security protocols and operational standards.
8. Performs 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:

- Three (3) years of relevant experience.

Training/Certification (if any):

- 16 hours of relevant training.

Eligibility:

- Career Service (Professional)/Second Level Eligibility