



**Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Region XIII (CARAGA REGION)**

DILG - REGION XII  
RELEASED  
DATE: NOV 16 2016  
TIME: 9:26 Am  
BY: A. PLATA

**NOTICE OF VACANT POSITIONS  
November 15, 2016**

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT – REGION XIII (CARAGA), Butuan City** announces the following vacant position:

Position	No. of Person's Needed	Monthly Salary	Status of Employment	Qualification Standards		
				Education	Experience	ELIGIBILITY
<b>1. DATABASE ADMINISTRATOR</b>	• ONE (1)	• Php35,000.00	• Contract of Service	• Bachelor's Degree in Information Technology/computer Science or equivalent	• Must have at least 1 (one) year of experience related to the job	• None Required

**TERMS OF REFERENCE:**

**A. SKILLS AND QUALIFICATIONS:**

- ✓ Ability to maintain large complex data sets.
- ✓ Ability to troubleshoot database software error and modifications to program, configure, manage and maintain the operation of complex relational databases.
- ✓ Able to effectively communicate technical data to non-technical colleagues
- ✓ Ability to multitask & prioritize under ever changing & challenging workloads.
- ✓ Ability to quickly understand complex problems and devise effective solutions.
- ✓ Knowledge of computer / network security systems, applications, and hardware.
- ✓ Knowledgeable in LINUX OS (RHEL/CENTOS 7)
- ✓ Knowledgeable in Relational Database Management System (RDBMS) preferably MySQL/MariaDB

- ✓ Knowledgeable in MySQL / MariaDB database replication
- ✓ Knowledgeable in Structured Query Language (SQL)
- ✓ Output-oriented

**B. INTER PERSONAL SKILLS:**

- ✓ Ability to cooperate and generate cooperation from colleagues and different kind of audiences
- ✓ Open mindedness
- ✓ Ability to accept criticisms
- ✓ Ability to quickly adapt to new environment
- ✓ Preferably with good communication and technical writing skills

**C. DUTIES AND RESPONSIBILITIES:**

- ✓ Comply with the Policy on Application Development and Data Administration of the Department;
- ✓ Implement Regional Database Back-up and Recovery Plan
- ✓ Responsible in the performance, availability , integrity and security of Regional database
- ✓ Regularly monitor, maintain and manage database backups and logs
- ✓ Install, maintain, upgrade and test database software
- ✓ Compile, sort and double check data forms to make sure all the required data is present before consolidation;
- ✓ Responsible in enrolling, controlling and monitoring users access permissions and privileges to the database
- ✓ Perform data analysis and procedure reports /statistics
- ✓ may provide 24 hour on-call support when required
- ✓ Works under supervision of the Regional Information Technology Officer (RITO)

**D. DELIVERABLES:**

- ✓ Monthly Accomplishment Report
- ✓ Backup copies of databases
- ✓ Database Build up Status Report
- ✓ Documentation on Access Permissions and Privileges
- ✓ Database Performance Report

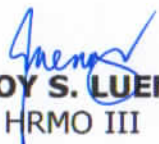
Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than November 29, 2016.

1. Fully accomplished Personal Data Sheet with recent 2x2 picture
2. Photocopy of Transcript of Records (TOR)


Send to:

**LILIBETH A. FAMACION, CESO III**  
Regional Director  
DILG Region XIII (Caraga)  
Km. 4, Libertad, Butuan City

Prepared:

  
**MARIE JOY S. LUENGAS**  
AO V / HRMO III

Certified Correct:

  
**DONALD A. SERONAY**  
OIC- Asst. Regional Director /  
Chairman, RPSB

Approved:

  
**LILIBETH A. FAMACION, CESO III**  
Regional Director