



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

012-142  
**DILG - REGION XIII  
RELEASED**  
DATE: JAN 12 2021  
TIME: 2:21 PM  
BY: DJ

**NOTICE OF VACANCY  
(As of January 8, 2021)**

<b>Title</b>	<b>Database Administrator</b>
<b>No. of Available Positions</b>	<b>1</b>
<b>Salary Grade</b>	<b>Php 30,000.00</b>
<b>Duration</b>	<b>January to December 2021 (renewable every 6 months)</b>
<b>Location of Work</b>	<b>DILG Regional Office XIII, Butuan City</b>
<b>Line of Reporting</b>	<b>DILG Regional Information Tech. Officer</b>

**Background:**

In line with the MITHI approved and funded Information Systems Strategic Plan (ISSP) FY 2021 of the Department, the Information Systems and Technology Management Service (ISTMS) recommends this Terms of Reference for the hiring of job order (Database Administrator) to support the department effort in terms of establishment and maintenance of its database.

**Objective:**

- To facilitate effective and efficient management of the databases.
- To provide timely and instantaneous sharing of information between the operating units of the department.
- To improve the performance and security of the department's databases.

**Educational and Experience:**

- Bachelor's Degree in Information Technology, Computer Science or Engineering.
- Must have at least one (1) year of experience related to the job / or trainings as specified in the qualifications

**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.
- Knowledge in LINUX OS (RHEL/CENTOS 7).
- Knowledge in Relational Database Management System (RDBMS) preferably MySQL/MariaDB.
- Knowledgeable in MySQL/MariaDB database replication.
- Knowledgeable in Structured Query Language (SQL)
- Output-oriented

**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

### Duties and Responsibilities:

- Comply with the Policy on Application Development and Data Administration of the Department;
- Implement Regional Database Back-up and Recovery Plan;
- Ensure the performance, availability, integrity and security of Regional database;
- Monitor, maintain and manage database backups and logs regularly;
- 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; and
- Works under supervision of the Regional Information technology Officer (RITO)

### Deliverables:

- Monthly Accomplishment Report
- Backup copies of databases
- Database Build up Status Report
- Documentation on Access Permission 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 **January 15, 2021**.

1. Fully accomplished Updated Personal Data Sheet **New CS Form 212 Rev. 2017** with **recent passport size** picture
2. Photocopy of Transcript of Records (TOR)
3. NBI Clearance

### Send to:

**LILIBETH A. FAMACION, CESO III**  
Regional Director  
DILG Region XIII (Caraga)  
Purok 1A, Upper Doongan, Butuan City

Prepared:


  
**MARIE JOY S. LUENGAS**  
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**JOCELYN C. JAYOMA**  
Chief, Admin. Officer

  
**VINCENT TROY A. CALO**  
Information Tech. Officer

Approved:

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