

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS NO. 2022-13

POSITION	UNIT/OFFICE	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
One (1) Information Technology Officer I SG-19	Philippine Genome Center	UPSB-ITO1-2-2021	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) / Second Level Eligibility	07 July 2022
<p>The System/I.T. Administrator is responsible in the upkeep and review of all ICT-equipment and peripherals of the entire Center. S/he is in charge of ensuring optimal use of available ICT resources as well as in maintaining inventory and procurement of needed ICT tools and equipment units of the entire Center</p> <p>a. Leads development and maintenance of PGC's data center and HPC system b. Ensure that the data center and HPC systems of the facility are running smoothly and must interface with direct access clients in troubleshooting problems related to the computing system c. Perform continuous improvement and optimization software for HPC or participate in development of new software/tools/algorithms for bioinformatics analysis using HPC at CFB, ASTI or other cloud resources; d. Assist in development, deployment, and maintenance of information management systems of the PGC in coordination with ED or CFB Director and CFB Staff; e. Create / update guideline and best practices for efficient use of Facility's computing resources (particularly bioinformatics software and job scheduling system). f. Assists the System Administrator in ensuring that all kernel-space software and systems are updated as necessary, and/or with the latest security patches on HPC systems and staff workstations, as applicable; g. Coordinates with the ED or Program Director and other member of the staff in performing software maintenance tasks operating updates, troubleshooting, or other hardware-software integration tasks; h. Perform other duties as may be required by the Executive Director.</p>							

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit through email at hrdo.upsystem@up.edu.ph:

Required Documents:

1. Letter of application addressed to Prof. Ariel S. Betan
2. CS Form No. 212 Revised 2017: Personal Data Sheet (PDS) with attached Work Experience Sheet
3. Photocopy of Scholastic Record/Academic Record such as diploma **and** transcript of records (TOR)
4. Original copies or certified true copies of Certificates of Employment, Contracts, Appointments, Office Orders or Service Record
5. Photocopy of Training Certificates or Learning and Development Interventions
6. Photocopy of certificate of eligibility/rating/license

Supplemental Documents (if any):

7. Performance Ratings or Certificate of Performance for the last two (2) rating periods (i.e. January to June 2021 and July to December 2021) with at least Very Satisfactory ratings or its equivalent
8. Certificate/s of Awards/Citation/Commendation

Note:

- 1) *Applicants with incomplete Required Documents shall not be considered to be included in the list of qualified candidates.*
- 2) *Submission of Supplemental Documents is encouraged.*
- 3) *Late submission shall not be accepted.*
- 4) *Submission should only be made through email (hrdo.upsystem@up.edu.ph). Walk-in applicants will not be entertained as of this time to secure the health and safety of the applicants and the employees.*


ARIEL S. BETAN

Acting Director, UP System HRDO
and AVP for Administration
27 June 2022