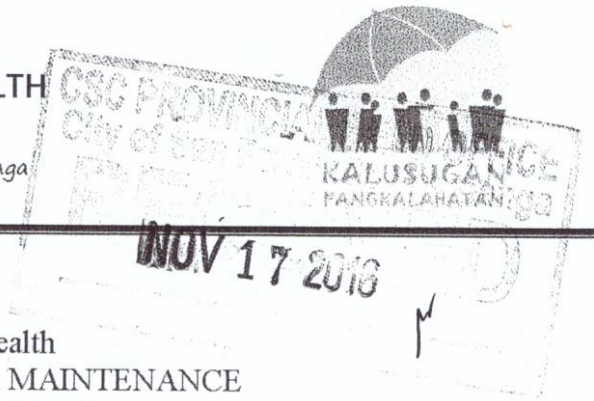




Republic of the Philippines
DEPARTMENT OF HEALTH
 REGIONAL OFFICE III
 City of San Fernando, Pampanga



Vision:
 A healthy and responsive community in Central Luzon.

Mission:
 -to ensure effective delivery of quality affordable, accessible, equitable, and sustainable health services

-to develop, organize and mobilize stakeholders for health; and

-to foster collaboration, partnership and linkages with GOs and NGOs for the people of Central Luzon especially the poor, disadvantaged & marginalized.

Core Values:

- Integrity
- Excellence
- Commitment
- Compassion
- Professionalism
- Stewardship
- Teamwork

KP Strategic Thrust:

1. Improve Financial Risk Protection
2. Improve Quality In and Out-patient care
3. MDG Max

REGION : III
AGENCY : Department of Health
POSITION TITLE : (1) COMPUTER MAINTENANCE TECHNOLOGIST III
OFFICE : Regional Office III
ITEM NUMBER : OSEC-DOHB-CTMT3-150033-2014
SALARY GRADE : 17

QUALIFICATION STANDARD:

EDUCATION : Bachelor's degree relevant to the job
TRAINING : 4 hours of relevant training
EXPERIENCE : 1 year of relevant experience
ELIGIBILITY : Career Service (Professional)
 Second Level Eligibility

DUTIES & RESPONSIBILITIES:

- Troubleshoots, repairs, maintains, installs and performs testing activities on various computer equipment, peripherals, data communication and computer network systems.
- Assembles, installs, configures and tests computer equipment or units of local area networks requiring use of standard interface protocols.
- Consults with and assists manufacturer's representatives in the installation of new computer equipment; exercises total responsibility for routine installation or modification projects; assists other technicians or the director in repairing, installing and testing complex pieces of equipment or local area networks; submits equipment repair warranties.
- Completes work orders such as installing equipment, connecting and moving devices or creating components of autonomous networks; installing disk drives; and correcting definitions on data switches, protocol converters, etc.
- Uses electronic test equipment, such as optical power meters and multimeters, to troubleshoot equipment malfunctions. Uses computer-aided diagnostics and digital logic devices as needed to locate malfunctions. Calibrates test equipment for proper operation.
- Develops and maintains software and hardware inventory and tracking systems; develops inventory lists and orders, stocks and stores electronic components.
- Installs cable for phone system. Performs moves, adds, deletes and other changes for phone uses. Sets up calling features such as automatic call distribution (ACD) groups, pick groups, call processing and voice mail. Provides phone support and training to new users and solves miscellaneous phone problems.
- Configures and sets up servers to work with various programs; installs software. Ensures server backups and networked user backups are performed on a regular basis.
- Performs preventive maintenance for computer, data communication and/or peripheral equipment; tests and adjusts to appropriate standards.
- Performs other related functions as may be assigned.

DEC2016/cplopez

