

# **WE ARE HIRING!**

## **Two (2) I.T. Staff (Job Order)**

**Interested and qualified applicants should signify their interest in writing and submit their applications via the NLRC e-Apply system not later than **December 19, 2025.****

- 1. Application letter specifying the position being applied for;**
- 2. Comprehensive Resume;**
- 3. Diploma/ Transcript of Records;**
- 4. Certificate of Employment and Trainings**



# I.T. Staff

## (Job Order)

**Salary Grade:**

₱ 24,000.00

**Duties and Responsibilities:**

1. Advising staff on appropriate procedures for directing their IT-related queries and recommendations.
2. Receiving and documenting requests for support.
3. Deciding on the most suitable ways of providing aid.
4. Delivering IT and related assistance upon request or as you deem suitable.
5. Configuring new desktops, routers, modems, and similar devices.
6. Performing routine inspections and upkeep of existing installations.
7. Updating computer operating systems and other important software, as needed.
8. Substantiating requests for hardware and software purchases and upgrades, if appropriate.
9. Other duties as assigned

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 8740-7733

 <https://nlrc.dole.gov.ph/vacancies>



NATIONAL LABOR RELATIONS COMMISSION

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# I.T. Staff

## (Job Order)

### Requirement and Skills

#### Technical Skills:

1. Strong working knowledge in computer operating system functions
2. Familiarity with remote desktop applications
3. Capabilities needed to deliver in-person and remote IT aid
4. Installation, diagnostic, upgrade, and restoration abilities
5. Clear written and verbal communication skills
6. Supportive, flexible, patient and tolerant
7. An ability to perform well in a fast-paced environment
8. Excellent analytical and time management skills
9. Teamwork skills with a problem-solving attitude
10. Completed at least two (2) years studies in a computer- centered field
11. Knowledge in CCTV installation and Electrical

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