

# Job Opening:

CAREER EXECUTIVE SERVICE BOARD

is in need of

## Information Technology Officer I

Item No: CESBC-ITO1-1-1999

Salary Grade 19: PhP 39,151.00

### Qualification Standards

*(per CSC MC I, s. 1997)*

Bachelor's Degree relevant to the job

4 years of relevant experience

8 hours of relevant training

Career Service (Professional)/Second Level Eligibility

**Must have excellent oral and written communication skills**

**Preferably with knowledge and experience in training implementation and evaluation, events management**

**Knowledgeable and experienced in Basic Server Management (Microsoft Windows Server); Programming/Scripting/Language/**

**Framework (Visual Basic, C#, MVC, PHP, Java, JavaScript, CSS, dot NET Framework);**

**and Database (MSSQL Server 2014, MySQL)**

interested applicants may submit their comprehensive resume to Career Executive Service Board-HR or email them to [kslabao@cesboard.gov.ph](mailto:kslabao@cesboard.gov.ph)

**Deadline for submission of application  
is until 29 May 2017**

## VACANT POSITION FOR PUBLICATION

As of 19 May 2017

### ANTICIPATED VACANCY

**Information Technology Officer I:** SG-19; Item no. CESBC-ITO1-1-1999: Education: Bachelor's Degree relevant to the job; Experience: 2 years of relevant experience; Training: 8 hours of relevant training; Eligibility: Career Service (Professional) Second Level Eligibility. **Applicant must have excellent oral and written communication skills.**


Interested qualified applicants who at least meet the minimum requirements of the above vacant position are advised to submit not later than **29 May 2017** their application letter to Career Executive Service Board Human Resources Division or email them to [kslabao@cesboard.gov.ph](mailto:kslabao@cesboard.gov.ph). The application shall be accompanied by the following supporting documents:

1. Updated Personal Data Sheet or CSC Form 212, Revised 2005 (not resume), with passport size photo taken within the last six (6) months.
2. Copies of Training Certificates.
3. Transcript of Scholastic Records and Diploma (Certified true copy by the school).
4. Updated Service Records for existing government employee, and/or Certificate of Employment for non-government applicants.
5. Certificate of Civil Service Eligibility, and/or Duly Authenticated Bar/Board Rating/Certificate in the case of Bar/Board Examinations.
6. Copies of Performance Evaluation Ratings for the last two (2) rating periods.

Applications received after the deadline, or those with incomplete documents, shall not be included in the selection process.

### CERTIFICATION

This is to certify that this job vacancy has been posted on the CESB Website on 19 May 2017 pursuant to CSC Memorandum Circular No. 16, s. 2005 on the Publication of Vacant Positions in Government.

  
**KRISTINE S. LABAO**  
Acting HR Officer

  
**JOCELYN P. LACHICA**  
Chief, Finance and Administrative Division