Republic of the Philippines
Department of Science and Technology
**PHILIPPINE COUNCIL FOR INDUSTRY, ENERGY AND EMERGING
TECHNOLOGY RESEARCH AND DEVELOPMENT (PCIEERD)**

For Immediate Hiring

The ***Policy Coordination and Monitoring Division (PCMD)*** of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result-driven, analytical, detail-oriented, and resourceful individual to fill the vacancy for:

(3) On-the-Job Trainee
No. of hours: 300 - 500

Qualification:

- Bachelor of Science in Information Technology (BSIT), Bachelor of Science in Computer Science (BSCS), or Bachelor of Science in Computer Engineering (BSCOE);
- Must be a team player with good working attitude, commitment and dedication;
- Able to multi-task and work under pressure with minimum supervision

Job Description:

- Assist in the setup and configuration of ICT devices for end users, including desktops, laptops, and peripherals;
- Assist with desktop and laptop Preventive Maintenance;
- Assist in updating of ICT inventory;
- Assist with Hardware and Software Technical Support (Basic)

PCIEERD encourages interested applicants including persons with disability (PWD), members of the indigenous communities and any sexual orientation and gender identities to submit scanned/soft copies of the following documents to **hr@pcieerd.dost.gov.ph.**

- Fully accomplished Personal Data Sheet (PDS; CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Endorsement letter from school;
- Updated Resume; and
- Application Letter addressed to:

DR. ENRICO C. PARINGIT
Executive Director

Please indicate the position and division **(On-the-Job Trainee-PCMD)** as the subject of your email. Qualified applicants will be contacted, so please check your e-mail, and keep your lines open. Please also note that ***applications with incomplete documents will not be processed.***