

INFORMATION AND COMMUNICATION TECHNOLOGY

- Maintains DA 9 IT facilities existing in the region;
- Maintains and develops DA 9 Websites including updating of on-line data required by DA CO;
- Provides services in the repair and maintenance of DA Employees' Computer hardwares;
- Assists on posting outputs for on-line reporting and planning;
- Assists all line Operating Units in posting the Annual Procurement Plans;
- Conducts assessment of cooperatives, NGOs, farmer organizations, Ips with high potential for development which need technical assistance in packaging project proposals and feasibility studies and;
- Does other related activities as required by the RD and RTDs.
- Assists all PAPs in geotagging activities (before and after implementation);
- Provides technical assistance in enhancing IT capability trainings of DA employees;
- Prepares software programs and preparation of layouts for the Agency Reports and;
- Does other activities assigned by the Chief of Division, RTDs and the |Regional Director