DSWD
Department of Social Welfare and Development

DSWD
FIELD OFFICE
CARAGA
"Kalidad na Serbisyo, Kalidad na Buhay Sigurado"

Date: 24 January 2022

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **contract of service** position with details as follows:

Office: Regional ICT Management Section (RICTMS)

COMPUTER MAINTENANCE TECHNOLOGIST II (CMT II)

Item number   :   N/A
Compensation   :   SG 15 (Php 35,097.00)
Place of Assignment: RICTMS- FO Caraga

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education   :   Bachelor's degree relevant to the job
Experience   :   One (1) year of relevant experience
Training   :   Four (4) hours of relevant training
Eligibility   :   Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS:

Education   :   Bachelor's degree in any IT-related course
Experience   :   At least two (2) years of work experience related to the following: computer maintenance, troubleshooting, network configuration and software installation.
Training   :   Eight (8) hours of relevant training in any or combination of the following: computer maintenance, troubleshooting, network configuration and software installation.
Eligibility   :   Career Service (Professional) / Second Level Eligibility

JOB DESCRIPTION:

The Computer Maintenance Technologist II is generally responsible for providing technical support by performing preventive maintenance, basic testing, and corrective maintenance on computer peripherals and computer networks installed in the office.

Functions and Responsibilities:

1. Oversees daily computer performance, provides technical support and installs necessary software for computer users
2. Maintains desktop computers both hardware and software, printers, network and other computing devices
3. Performs networking on new computers, installation and configuration on internet connection
4. Ensures that policies and procedure set on service support are fully implemented
5. Layouts, assemble and sets up computers in workplace
6. Ensures that software and other applications that are necessary for the end users are installed both on new and repaired computers

7. Responds to technical assistance requests (e.g. troubleshooting minor problems and repairs both laptop and desktop computers)
8. Ensures that anti-malwares and antiviruses are up to date in order to protect the end-users' devices safe from malware and virus activities
9. Conducts preventive maintenance of all computing devices
10. Provide input on the preparation of Regional ICT Management Project Charter, activity proposals, TORs, monthly accomplishment reports and other technical documents
11. Perform first-level support to resolve issues on computing, security, Active Directory, and related services and ancillary equipment
12. Ensure technical assistance are resolved on time based on the service level agreement
13. Coordinate with Property Management Section to ensure an updated ICT inventory
14. Perform other tasks that may assigned

Job Outputs:

1. Completed staff work
2. Administrative and Technical Reports
3. Monitoring Tools/Reports
4. Records, Supplies, and Property Inventories, and other related reports

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Applicants should be guided by the following **Criteria for Evaluation**:

•	Education (E)	25%
•	Training (T)	10%
•	Experience (E)	25%
•	Initial Qualifying Test (IQT)	10%
•	Special Exam (Technical)	15%
•	Interview	10%
•	IPCR or any related Performance Assessment Review	5%
	Total	**100%**

Initial Shortlisting: **Obtain 75% of the maximum total score of ETE and those who obtained a high average percentile on IQT**

Second Shortlisting: **Top five (5) highest rating but overall rating should not less than 80%**

Interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before 1 February 2022**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **PDF file of duly filled out** Personal Data Sheet with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 with **Work Experience Sheet**, which can be downloaded at www.csc.gov.ph);
3. Authenticated copy of Transcript of Records;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended;

6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.

*******************************IMPORTANT REMINDERS*******************************

a. Walk-in applicants will not be entertained in observance to the new normal.
b. Files should be in a PDF/Word/Excel/Image (ensure that it is clear and readable) and must not be compressed into archive file formats such as RAR, ZIP/Google Drive. If applying for multiple positions, submit a separate set for each.
c. All communications pertaining to your application will be sent via e-mail.
d. Be reminded to indicate **APPLICATION FOR CMT II - RICTMS** as the e-mail subject.
e. Request for extension of submission and application with incomplete documents will not be facilitated.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

Request for extension of submission and application with Incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

For inquiries, please call Human Resource Planning and Performance Management Section thru the telephone number (085) 342- 5619 local 114.

GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section