

Date: 05 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 **contractual** position with details as follows:

Office: Pantawid Pamilyang Pilipino Program

INFORMATION TECHNOLOGY OFFICER II (Systems Design)

Item number : N/A
Compensation : SG 22 (Php 69,963.00)
Place of Assignment: Regional Program Management Office

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's Degree relevant to the job
Experience : Four (4) years of relevant experience
Training : Twenty-Four (24) hours of relevant training
Eligibility : Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree preferably in Computer Engineering, Management Information Systems, Computer Science, or any highly analytical course such as Statistics / Applied Math or related field or its equivalent certificate / diploma
Experience : At least three (3) years of in applications, system development, system documentation and project management
Training : At least twenty-four (24) hours of training in system development / analysis
Eligibility : Career Service (Professional) / Second Level Eligibility

JOB DESCRIPTION:

The Information Technology Officer II shall provide effective and efficient implementation of the MISS Information and Communications Technology Service Management (ICTSM).

Functions and Responsibilities:

1. Manages application/ systems development projects;
2. Conducts business process and requirement analysis;
3. Conducts system analysis and develop system design;
4. Design, write, test, debug or troubleshoot and maintain the source code of Information System;
5. Conduct systematic monitoring of software engineering processes, tools and methods used to ensure quality of applications developed;
6. Provide technical assistance in the preparation of system maintenance, monitoring, change management and sustainability plans;

7. Process requests for change management and sustainability plans;
8. Coordinate with other ICT teams/ group on project management requirements and the performance of assigned tasks;
9. Prepare and submit documentation of tasks performed and service rendered;
10. Prepare ICT service management reports and recommendations; and
11. Perform other related tasks as may be assigned by the Supervisor.

Job Outputs:

1. Application and Systems Development
2. System Analysis
3. System Maintenance/ Monitoring
4. ICT Reports and documentation

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

Secon 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 14 January 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 ITO II - Pantawid** 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