

Date: 07 April 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

INFORMATION SYSTEM ANALYST III

Item Number : N/A
Compensation : SG 19 (Php 49,835.00)
Place of Assignment : DSWD Field Office Caraga

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor's degree
Experience : At least one (1) year relevant experience
Training : At least four (4) hours relevant training
Eligibility : Career Service (Sub-professional)/First Level Eligibility

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree relevant to the job
Experience : At least two (2) years relevant experience
Training : At least eight (8) hours relevant training
Eligibility : Career Service (Sub-professional)/First Level Eligibility

FUNCTIONS AND RESPONSIBILITIES:

1. Analyzes and tests procedures and information systems for efficiency and effectiveness; formulates logical descriptions of problems and devises optimum solutions; designs and implements new and revised methods that effectively meet the needs of the Field Office; and analyzes and assists in defining FO's ICT disaster recovery requirements.
2. Prepares charts, diagrams, tables, flowcharts, and other technical documentation regarding information technology systems and computer applications; analyzes, evaluates, and makes recommendations regarding the development of new and existing procedures, standards, tools, and techniques to improve application development and maintenance; and prepares reports outlining study findings and recommendations following the existing IS development guidelines.
3. Manage/verify VPN policy requests/requests. Provide Tier I support for requests from various users from the Field Office, POOs, SWAD, and Residential Care Facilities.
4. Apply software patches and upgrades on a regular basis and administrative tools/utilities in coordination with Central Office Perimeter Administrator.
5. Manage and maintain endpoint security software in the Field Office, POOs, SWAD, and Residential Care Facilities.
6. Maintain information systems and databases of the Field Office.
7. Control access database permissions and privileges.
8. Maintain backup and ensure integrity of backup data
9. Perform other tasks that may assigned

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)	10%
● Competency-Based Interview	15%
● IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of the ETE
Final Shortlisting: Top five (5) highest rating but overall rating should not be 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 11 April 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; and
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 position.
- c. Be reminded to indicate **APPLICATION FOR ISA III – RICTMS** as the e-mail subject.

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