

Date: 29 JUNE 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: POLICY DEVELOPMENT AND PLANNING SECTION

COMPUTER MAINTENANCE TECHNOLOGIST I

Item number : N/A
Compensation : SG 11 (Php 26,265.00)
Place of Assignment : DSWD Field Office Caraga
Contract Duration : July to September 2022

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Information Technology or any related course
Training : At least four (4) hours relevant training
Experience : At least one (1) year relevant experience in Web Development, Database Administration and Troubleshooting
Eligibility : None required

JOB DESCRIPTION:

Under the immediate supervision of the Planning Officer III, the Computer Maintenance Technologist I performs the following tasks below:

Functions and Responsibilities:

1. Development of HPME++ Information System and other office reportorial forms;
2. Maintain functionality of hardware equipment;
3. Install necessary software program needed in Planning Unit;
4. Troubleshoot of software related malfunctions in Planning Unit;
5. Receives, records, routes and releases correspondence, communications and documents;
6. Provide scanned copy and photocopy of important documents in Planning Unit;
7. Provide meeting presentation and minutes (documentation);
8. Act as Secretariat and provide technical assistance on conducted meeting activity / workshop;
9. Act as Statistician and provide daily SAP AOC report;
10. Performs other related tasks required by the Supervisor.

Job Outputs:

1. Application and Systems Development
2. System Maintenance/ Monitoring

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

• Education (E)	20%
• Training (T)	15%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	5%
• Special Exam (Technical)	20%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of ETE

Second Shortlisting: Top Five 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 JULY 5, 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. Be reminded to indicate **APPLICATION FOR CMT I - PDPS** 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) 303-8620 local 114.


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