

Date: 04 JULY 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: PROMOTIVE SERVICES DIVISION – SUSTAINABLE LIVELIHOOD PROGRAM**

### PROJECT DEVELOPMENT OFFICER II (INFORMATION TECHNOLOGY OFFICER)

Item number : N/A  
Compensation : SG 15 (Php 35,097.00)  
Place of Assignment : SLP Regional Program Management Office

### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree preferably in Computer Science, Computer Engineering And Management Information Systems or other related IT Courses  
Training : At least four (4) hours relevant training in Computer Programming  
Experience : At least one (1) year of progressive experience in Computer Programming, Database Administration and Server Configuration  
Eligibility : With or without Career Service Eligibility

### Job Functions and Output:

Under the general supervision of the SLP Head, work closely with Technical Staff and responsible professional work pertaining to the maintenance and implementation of target IT Systems in SLP; does related tasks that may be assigned from time to time.

1. Design and develop application/software/database systems;
2. Recommends appropriate development tools to utilize in consideration of connectivity and available resources;
3. Prepares user's manual and documentation for developed application/software/database systems;
4. Assists the person/facilitator in the conduct of systems test and user's training on developed application/software/database systems;
5. Perform programming tasks to enhance existing application/software/database systems;
6. Render additional services as authorized in the exigency of the service which shall be compensated accordingly; and
7. Perform other related tasks as may be reasonably assigned by the SLP Head.

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%
<b>Total</b>	<b>100%</b>

**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%**

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Interested and qualified applicants may submit their application thru [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph) with the complete scanned copies of the following documents below **on or before JULY 10, 2022.**

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **PDF file of duly filled out** notarized 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](http://www.csc.gov.ph));
3. Authenticated copy of Transcript of Records or equivalent;
4. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
5. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
6. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

\*\*\*\*\***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 PDO II – ITO** 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