

Date: August 30, 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 and Plans Division- Targeted Cash Transfer Program (TCT)

INFORMATION TECHNOLOGY OFFICER I

Item Number : N/A
Compensation : SG 19 (Php 49, 835.00)
Place of Assignment : TCT Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Information Technology/ Computer Science or IT- related field courses
Experience : At least 8 hours of relevant training
Training : At least 2 years of relevant experience
Eligibility : None required

JOB DESCRIPTION:

Under the immediate supervision of the Policy and Plans Division Chief, the position performs the following tasks below:

Functions and Responsibilities:

1. Operates assigned information system;
2. Generates and interprets data from the database;
3. Ensure all data mining and generate reports yields correct interpretation of the data stored in the database;
4. Prepare payroll schedules and facilitate the downloading of CSV - payrolls files for uploading to LBP Electronic Banking System Unit vis LBP Virtual Private Network (VPN) website and sending to DSWD Field Offices via email/FO File Transfer Protocol (FTP) link (Payroll List, Summary, forms and CSV - payroll files);
5. Respond to payroll queries and communications, (CSV File Transfer, discrepancies reconciliation - regular payouts, etc.);
6. Coordinate with other PMO's and external offices in the facilitation of TCT activities;
7. Provide technical assistance to facilitate TCT related activities;
8. Prepare and submit documentation of task performed and service rendered;
9. Performs other project related task as may be assigned from time to time.

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

● Education (E)	20%
● Training (T)	15%
● Experience (E)	25%
● Examination	25%
● Competency-Based Interview (CBI)	15%
Total	100%

Interested and qualified applicants may submit their application thru tctfocrg.recruitment1@gmail.com with the complete scanned copies of the following documents below **on or before 2 September, 2022**.

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga - Libang;
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);
3. Authenticated copy of Transcript of Records or equivalent;
4. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and


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

- a. Walk-in applicants shall 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 INFORMATION TECHNOLOGY I (TCT)** 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 shall 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