

Date: 16 February 2023

## 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**

### COMPUTER PROGRAMMER II- (Extended Deadline)

Item Number : N/A  
Compensation : SG 15 (Php 36,619.00)  
Place of Assignment : Policy and Plans Division/Regional ICT Management Section

### PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Computer Science or any IT related courses  
Experience : At least one (1) year relevant experience  
Training : At least four (4) hours relevant training  
Eligibility : CS Professional/ 2<sup>nd</sup> Level Eligibility

### JOB SUMMARY:

Under the general supervision of the RICTMS Head and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining to the maintenance and implementation of target IT Systems in Field Office; does related tasks that maybe assigned from time to time.

### Functions and Responsibilities:

1. Design and develop applications/software/database systems;
2. Recommends appropriate development tools to utilize in consideration of connectivity and available resources;
3. Prepare user's manual and documentation for developed applications/software/database systems;
4. Assists the person/facilitator in the conduct of systems test and user's training in developed application/software/database systems;
5. Perform programming tasks to enhance existing applications/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 RICTMS Head.

---

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%
  - Competency-Based 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 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 through <https://caraga-iris.dswd.gov.ph/> with the complete scanned copies of the following documents below **on or before 25 February 2023**.

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 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

\*\*\*\*\***IMPORTANT REMINDERS**\*\*\*\*\*

- a. All applications shall **ONLY** be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via text/e-mail.

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.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through [recruitment.focrg@dswd.gov.ph](mailto:recruitment.focrg@dswd.gov.ph).

**GENELYN P. MARTURILLAS**

Administrative Officer V  
Human Resource Planning and Performance Management Section