

Date: 30 June 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** positions with details as follows:

Office: REGIONAL OPERATIONS CENTER

PROJECT DEVELOPMENT OFFICER I- (Extended Deadline)

Item Number : N/A
Compensation : SG 11 (Php 27,000.00)
Place of Assignment : Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree of any 4-year course preferably in the Information Technology and other related course
Experience : 1 year of relevant experience
Training : 4 hours of relevant training (cumulative)
Eligibility : Career service (Professional), Second Level Eligibility

JOB SUMMARY:

Under general supervision, performs somewhat difficult, responsible professional work pertaining to the maintenance and implementation of target IT Systems of ROC; and does related and clerical tasks

Functions and Responsibilities:

- Study and evaluate current IT systems and business processes of the department;
- Assist in planning, preparation of application and database schema based from the evaluation;
- Design, develop advanced web-based/mobile application software/database systems with consideration to integrated Information systems and data warehouse concept;
- Facilitate systems and database enhancement as applicable;
- Prepares and reviews user's manual and software documentation;
- Perform other advanced programming tasks to enhance and integrate existing application/software/database systems;
- Provide assistance to the other units in responding to the grievances, complaints, or requests especially when there is an influx of tickets received;
- Performs clerical tasks as needed; and
- Perform other related tasks as maybe assigned.

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

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| • Education (E) | 20% |
| • Training (T) | 15% |
| • Experience (E) | 25% |
| • Initial Qualifying Test (IQT) | 5% |
| • Special Exam (Technical) | 20% |
| • 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 15 July 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 <https://caraga-iris.dswd.gov.ph/>.


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