

Date: **23 AUGUST 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: PROMOTIVE SERVICES DIVISION - FOOD STAMP PROGRAM**INFORMATION SYSTEM ANALYST II**

Item number : N/A
Compensation : SG 16 (Php 39,672.00)
Place of Assignment: Regional Program Management Office

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Information Technology or any IT-related course
Training : At least four (4) hours of relevant training
Experience : At least one (1) year of experience
Eligibility : None required but having a license/ eligibility is an advantage

Job Functions and Output:

The **Information System Analyst II** conducts quality control procedures of IT deliverables, conduct system analysis and provide recommendation based on findings, IT documentation, provision of technical assistance related to IT.

1. Assist in information system analysis through unit test and other methodologies;
2. Assist in performing quality assurance of all IT hardware, software, and process through creating test scripts, evaluating system documentations, and ensuring complete and consistent data sharing outputs by querying;
3. Engage in research and recommend best practices related to unit operations and partner agencies;
4. Identify business requirements and IT alternatives; and
5. Perform other related functions that may be assigned from time to time by the designated National and Regional Program Management Office.

Job Outputs:

- a. Test scripts
- b. Test results
- c. IT Documentation
- d. Technical Assistance; and
- e. Reports

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 through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before August 28, 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 *fsm*
Human Resource Planning and Performance Management Section