



Date: 12 December 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 **permanent** position with details as follows:

Office: Disaster Response Management Division

COMPUTER PROGRAMMER I (Extended Deadline)

Item Number : OSEC-DSWDB-COMPRO1-88-2004
 Compensation : SG 11 (Php 27,000.00)
 Place of Assignment : Field Office – Disaster Response Information Management Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

- Education : Bachelor’s degree preferably in Computer Science, Information Technology, Management Information Systems, Statistics, or related courses
- Training : Eight (8) hours of relevant training in DRRM Programs, Projects and Activities (PPAs) and DRRM Policies and Guidelines
- Experience : Two (2) years of relevant experience on Database Management application and administration, Systems Design and Development, and Information Management and Analysis, ICT service management or application
- Eligibility : CS (Professional) Second Level Eligibility

JOB DESCRIPTION:

Under general supervision of the Disaster Response Management Division Chief, CP I shall perform functions related to computer programmer activities and does related jobs.

Functions and Responsibilities:

1. Develops new systems to efficiently process data and information;
2. Maintains existing systems/applications to keep it relevant and up-to-date;
3. Maintains documentation of new/existing systems and processes;
4. Assist and trains users and other staff on the use of new/existing systems;
5. Provides technical assistance on ICT-related concerns; and
6. Does other related work as may be assigned by immediate supervisor or higher management.

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%
● 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



Second 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 19 December 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;
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.

*******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 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
Human Resource Planning and Performance Management Section