

Date: 22 JANUARY 2024

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **Contractual** position with details as follows:

Office: Pantawid Pamilyang Pilipino Program

INFORMATION TECHNOLOGY OFFICER II

Item number : N/A
Compensation : SG 22 (Php 71, 511.00)
Place of Assignment : 4Ps Regional Program Management Office

PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : BS in Computer Science/ BS in Computer Engineering/ BS in Management Information System
Experience : At least 2 years of relevant experience
Training : At least 8 hours of relevant training
Eligibility : Career Service (Professional)/ RA 1080

JOB DESCRIPTION:

Under Supervision of the **Regional Program Coordinator**, the **Information Technology Officer II** is responsible in managing systems development and conducts systems analysis and monitoring of software engineering processes.

Job Functions:

1. Manages application / systems development projects;
2. Conducts business process and requirement analysis;
3. Conducts system analysis and develop system design;
4. Design, write, test, debug or troubleshoot and maintain source code of information systems;
5. Conduct systematic monitoring of software engineering processes, tools and methods used to ensure quality of applications developed;
6. Provide technical assistance in the preparation of system maintenance, monitoring, change management and sustainability plans;
7. Process requests for change management and sustainability plans;
8. Prepare ICT service management reports and recommendations; and;
9. Perform other related tasks as may be assigned by the Supervisor.

Job Output:

Quarterly & Semestral IT Report, Systems development with documentation.

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 FEBRUARY 1, 2024.**


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
Human Resource Planning and Performance Management Section