

Date: **15 MARCH 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 Contract of Service** position with details as follows:

Office: REGIONAL ICT MANAGEMENT SECTION/ POLICY AND PLANS DIVISION

COMPUTER PROGRAMMER II

Item number : N/A
Designation : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment: DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree preferably in Computer Science, Computer Engineering and Management Information Systems or other related IT course provided the basic skills, experience, and training specified below are met
Training : Four (4) hours of relevant training in computer programming
Experience : 1 year of progressive experience in computer programming, database administration and server configuration
Eligibility : Career Service (Professional)/ Second Level Eligibility

JOB DESCRIPTION:

Under the general supervision of the RICTMS Head and with some latitude for the exercise of independent judgement, 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 application/ 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 application/ software/ database systems;
4. Assist 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 application/ 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%
• Interview	10%
• IPCR or any related Performance Assessment Review	<u>5%</u>
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 March 20, 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 & Performance Management Section - Head