

Date: 11 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

INFORMATION TECHNOLOGY OFFICER I

Item number : N/A
Designation : Information Security Officer
Compensation : SG 19 (Php 51,357.00)
Place of Assignment: DSWD Field Office Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's Degree in Information Technology, or a related field, focusing on information security
Training : Eight (8) hours of relevant training
Experience : 3+ years of experience as an Information Security Officer
Eligibility : None required but having eligibility is an advantage

JOB DESCRIPTION:

The ITO-I shall perform the functions of an Information Security Officer who shall ensure compliance with ISO standards and all other Information Security Compliance Framework including data privacy laws, regulations, and best practices within DSWD's Digital Transformation (DX) Team. The Information Security Officer plays a crucial role in the organization's digital transformation journey by developing and implementing robust data protection and information security policies and procedures, providing guidance and support to staff, and fostering a solid privacy and information security cult. As the primary point of contact for data privacy and information security matters, the Information Security Officer collaborates with internal and external stakeholders to protect the personal data of millions of Filipinos and to maintain public trust in DSWD's digital services.

Functions and Responsibilities:

1. Develop, implement, and maintain comprehensive information security policies, procedures, and guidelines in line with applicable data privacy laws, regulations, and industry best practices.
2. Serve as the primary point of contact for data protection and information security matters, including liaising with regulatory authorities and responding to inquiries from data subjects and internal stakeholders.

3. Conduct privacy impact assessment and all other risk assessments for new and existing digital solutions and projects to identify and mitigate potential privacy and security risks.
4. Provide guidance and support to staff on data privacy matters, ensuring that privacy-by-design principles are integrated into the development, maintenance, and operation of digital services.
5. Develop and deliver data protection training and awareness programs for staff to foster a solid organizational privacy culture.
6. Monitor and audit the organization's compliance with data protection policies and procedures, identifying areas for improvement and recommending corrective actions as needed.
7. Collaborate with internal and external stakeholders, including legal counsel, to address data privacy concerns and ensure the lawful processing of personal data.
8. Stay up-to-date with changes in data privacy laws, regulations, and best practices to ensure ongoing compliance and maintain the organization's competitive edge.

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 18, 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