

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 : Mid Fullstack Developer  
Compensation : SG 19 (Php 51,357.00)  
Place of Assignment: DSWD Field Office Caraga

### **PREFERRED QUALIFICATIONS:**

Education : Bachelor's Degree in Information Technology, Computer Science, or a related field  
Training : Eight (8) hours of relevant training  
Experience : 3+ years of experience in web application development  
Eligibility : None required but having eligibility is an advantage

### **JOB DESCRIPTION:**

The ITO-I shall perform the functions of a Mid-stack Web Application Developer who shall be responsible for designing, developing, and maintaining web applications that support the organization's digital transformation initiatives. The role includes working with stakeholders, including business leaders, IT teams, and external partners, to ensure a seamless and user-friendly experience for beneficiaries. The Mid Full-stack Web Application Developer will play a crucial role in transforming social services delivery in the Philippines by working on cutting-edge projects and collaborating with a dedicated team of experts.

### **Functions and Responsibilities:**

1. Design, develop and maintain web applications, using modern web development frameworks and technologies.
2. Collaborate with stakeholders to gather and analyze requirements, ensuring alignment with the organization's strategic objectives and digital transformation initiatives.
3. Develop and maintain high-quality, scalable, and secure code, adhering to best practices in software development.
4. Implement and integrate APIs, as well as perform API integrations, to support seamless data exchange between systems.
5. Troubleshoot and resolve issues related to application development and performance, ensuring optimal user experience.

6. Collaborate with UI/UX designers to create visually appealing and user-friendly web applications.
7. Participate in code reviews and provide constructive feedback to team members, fostering a culture of continuous improvement.
8. Stay up-to-date with emerging web development trends, tools, and technologies to maintain the organization's competitive edge.
9. Work closely with project managers and other team members to ensure the timely delivery of web application projects.

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>
<b>Total</b>	<b>100%</b>

**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%**

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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