

Date: **29 APRIL 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

Computer Maintenance Technologist II

Item number : N/A
Compensation : SG 15 (Php 36,619.00)
Place of Assignment : 4P's Regional Program Management Office (RPMO)

PRESCRIBED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor's Degree relevant to the job
Experience : At least four (4) hours of relevant training
Training : At least one (1) year of relevant experience
Eligibility : Career Service (Professional), Second Level Eligibility

JOB DESCRIPTION:

Under the immediate supervision of the **Regional Information Technology Officer I**, the Computer Maintenance Technologist II performs the following tasks below:

Job Functions and Output:

1. Facilitates the use and applications of PPs software developed and produced by MIS for regional-level application and follows instructions based on the established guidelines and instructions;
2. Provides technical and operational support to facilitate encoding and processing of compliance verification, updates, grievance, and complaints forms, and others as required by the program;
3. Supervises/Facilitates the encoding of GRS, updates, and CVS reports for submission and endorsement of the regional office to the NPMO;
4. Facilitates printing, reproduction, and distribution of CVS, Updates, and GRS forms for the operations of the program at the regional level;
5. Compliance to Reportorial Requirements;
6. Organizational Communication Structures;
7. Other task/s as may be assigned by the immediate supervisor.

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 MAY 9, 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