



Date: **14 June 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: Promotive Services Division – KALAHÍ – CIDSS Program**

#### Community Development Officer II (Information Technology Officer)

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

#### 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

Experience: One (1) year of progressive experience in System Development

Training : Four (4) hours of relevant training in System Development

Eligibility : None required but having an eligibility is an advantage

Skills : With basic knowledge on the following:

- Framework: Laravel, InertiaJs, VueJs
- Database Handling: MariaDB, MySQL
- API Handling

#### Job Description:

Under the general supervision of the Social Development Unit Head and IT Focal of KALAHÍ-CIDSS (KC) 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 the Existing System of KC Program; does related tasks that maybe assigned from time to time.

#### Functions and responsibilities:

1. Continue the Management Information System for Social Process (MISSP) and do possible enhancements based on the new context;
2. Monitor appropriate development tools to utilize in consideration of connectivity and available resources;
3. Enhance the user's manual and documentation for developed application/ software/ database systems;
4. Provide technical assistance to Area Coordinating Team (AC/CEF) in the conduct of systems test and user's training in developed application/ software/ database systems;
5. Provide regular MISSP updates during Community Development Sector Meeting;
6. Involvement in Knowledge Management Team in KC.
7. Render additional services as authorized in the exigency of the service which shall be compensated accordingly; and

8. Perform other related tasks as may be reasonably assigned by the immediate supervisor.

Applicants should be guided by the following **Criteria for Evaluation**:

• Education (E)	25%
• Training (T)	15%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	5%
• Special Exam (Technical)	20%
• Competency-Based 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 (5) highest rating but overall rating should not be 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 JUNE 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 and Performance Management Section