



Date: 19 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: Protective Services Division

Project Development Officer II

Item number : N/A
 Compensation : SG 15 (Php 36,619.00)
 Place of Assignment: PSD- FO Caraga

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Computer Science, Computer Engineering, Management Information Systems or other IT related courses
 Experience : At least two (2) years relevant experience
 Training : At least eight (4) hours of relevant training in System Development Lifecycle (SDLC)
 Eligibility : With or without eligibility

JOB DESCRIPTION:

Under the direct supervision of the Division Chief, will be in-charge for the development and maintenance of systems necessary in the operations of the division. And act as assistant to the PSD-Information Officer in the production of different IEC materials to include photo and video documentation and/or AVPs.

Functions and Responsibilities:

1. Develop innovations and maintain systems;
2. Research and recommend innovative, and where possible automated approaches for system administration tasks, identify approaches that leverage our resources and provide economies of scale;
3. Configured Operating System (OS) and application systems;
4. Deployed applications and new scripts for existing ones;
5. Updated and "patched" OS and application systems 90% uptime of all application systems developed;
6. Server performance maintenance;
7. Back up files of the configured OS and system application;
8. Install and configure supporting ICT equipment and services;
9. Design or produce IEC materials for social marketing based on the target audience and language to be used;
10. Prepare photo and video documentation of activities, seminars, training, and special events of field office as per directed and develop audio visual materials to be used in the presentation;
11. Perform other related tasks as may be assigned by the immediate supervisor.

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%
- Competency-Based 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 the 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 27 June 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

