

Date: **13 SEPTEMBER 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

PROJECT DEVELOPMENT OFFICER I

Item number : N/A
Compensation : SG 11 (Php 27,000.00)
Place of Assignment: DSWD Field Office Caraga-ROC

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree in Information Technology, Computer Science or any related field
Training : At least four (4) hours of relevant training
Experience : At least one (1) year of relevant experience
Eligibility : None Required
Skills : Proficient in the use of MS Office, especially MS Excel: proficient in technical writing and analysis and good customer service skills

Job Description:

The Project Development Officer I is responsible in providing technical assistance, trouble shooting and support to end-users or clients and ensuring the smooth operation of computer systems, grievance system tools, highly technical software applications and various IT-related components of the Regional Operations Center.

Job Functions and Outputs:

1. Support to the development of the 8888 alternative system dashboard for fast transaction, monitoring and information of all received complaint and grievances;
2. Provide technical support in office PC/Printers softwares;
3. Maintain monitoring database, system, tool of grievances or complaints received;
4. Assists in the preparations of monthly reports;
5. Reproduces information materials and other official communications;
6. Assists in encoding office communication, grievances received and reports;
7. Act as an Officer of the Day in the Public Assistance and Complaints Desk and
8. Perform other related tasks that may be assigned by the 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% |

- 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 SEPTEMBER 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