



Date: 07 January 2025

### **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 (Information Technologist)**

Item number : N/A  
 Compensation : SG 15 (Php 36, 619.00)  
 Place of Assignment: RRCY- Patin-ay, ADS

#### **PREFERRED QUALIFICATIONS:**

Education : Bachelor of Science in Information Technology/Computer Science  
 Experience : at least one (1) year of work-related experience  
 Training : at least 4 hours relevant training  
 Eligibility : 2<sup>nd</sup> level Eligibility (Professional)

#### **JOB DESCRIPTION:**

Under immediate supervision performs IT functions and acts as a statistician in the Regional Rehabilitation Center for Youth.

#### **Functions and Responsibilities:**

1. Develops and maintain Case Management Information System
2. Develops and prepares reports charts, tables, and other related documents and graphics;
3. Assists in program planning and management with other RRCY staff;
4. Assists personnel on encoding, data banking, and other IT-related functions;
5. Ensures digital databases and archives are protected from security breaches and data losses;
6. Troubleshoots data-related problems or coordinate with appropriate for resolution;
7. Develops facts-based Information Education Campaign materials;
8. Ensuring the CCTV system fully functional and video footage is recorded and stored appropriately;
9. Monitoring people in different locations to identify instances of suspicious or unusual behavior;
10. Maintains database to ensure accurate generation of reports;
11. Assist the case managers in report generation for submission to FO and CO;
12. Monitor of the 1/3 share cost of care payment of referring LGUs;
13. Prepares narrative and statistical reports; and
14. Perform miscellaneous job-related duties as assigned

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

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	5%
• Special Exam (Technical)	20%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment/Review	5%
<b>Total</b>	<b>100%</b>

**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 17 January 2025**.

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