
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant positions under the **Policy and Plans Division – Regional Information and Communications Technology Management Section**, to wit:

1. Six (6) Information Technology Officer I (Contract of Service)
Salary Grade / Monthly Salary: SG 19 / PhP51,357.00

CSC – Prescribed Qualification Standards:

Education	:	Bachelor’s Degree relevant to the job
Training	:	Eight (8) hours of relevant training
Experience	:	Two (2) years of relevant experience
Eligibility	:	None Required

Preferred Qualifications (Competency-Based):

ITO I (Server Administrator)

Education	:	Bachelor's degree in Information Technology, Computer Science, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	3+ years of experience in project management, preferably within the digital transformation or ICT domain.
Eligibility	:	None Required

Job Summary:

The Information Technology Officer I shall perform the functions of a Server Administrator who shall be responsible for the installation, maintenance, and overall management of an organization's server infrastructure. Their role involves ensuring the reliability, security, and performance of servers and associated systems.

ITO I (Project Manager)

Education	:	Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	3+ years of experience in project management, preferably within the digital transformation or ICT domain.
Eligibility	:	None Required

Job Summary:

The ITO I shall perform the functions of a Project Manager who shall be responsible for overseeing and driving the successful completion of digital transformation projects within DSWD's Digital Transformation (DX) Team. This individual plays a crucial role in DSWD's digital transformation journey by leading cross-functional project teams, ensuring effective stakeholder communication, and managing project resources, timelines, and budgets. As the primary point of contact for project-related matters, the Project Manager contributes to the organization's mission of enhancing social service delivery in the Philippines by developing and implementing innovative digital solutions.

ITO I (ICT Compliance and Quality Management Officer)

Education	:	Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	3+ years of experience as compliance officer
Eligibility	:	None Required
<p>Job Summary: The ITO I shall perform the functions of an ICT (Information and Communication Technology) Compliance and Quality Management Officer who shall be responsible for ensuring that an organization's ICT systems and processes comply with relevant regulations, standards, and quality benchmarks. This role involves developing, implementing, and maintaining policies and procedures to ensure the organization's ICT practices adhere to industry standards and legal requirements.</p>		

ITO I (Data Protection Officer)

Education	:	Bachelor's degree in Law, Information Technology, or a related field, focusing on data privacy.
Training	:	Eight (8) hours of relevant training
Experience	:	3+ years of experience as Data Privacy / Protection Officer
Eligibility	:	None Required
<p>Job Summary: The Data Privacy Officer (DPO) ensures compliance with data privacy laws, regulations, and best practices within DSWD's Digital Transformation (DX) Team. The DPO plays a crucial role in the organization's digital transformation journey by developing and implementing robust data privacy policies and procedures, providing guidance and support to staff, and fostering a solid privacy cult. As the primary point of contact for data privacy matters, the DPO collaborates with internal and external stakeholders to protect the personal data of millions of Filipinos and to maintain public trust in DSWD's digital services.</p>		

ITO I (Database Administrator)

Education	:	Bachelor's degree in Information Technology, Computer Science, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	3+ years of experience in database administration
Eligibility	:	None Required
<p>Job Summary: The ITO I shall perform the functions of a Database Administrator (DBA) who shall be responsible for the design, implementation, maintenance, and performance of an organization's database systems. They ensure the security, integrity, and availability of the databases while also optimizing their performance.</p>		

ITO I (Cybersecurity Professional)

Education	:	Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	3+ years of experience as cybersecurity professional
Eligibility	:	None Required
<p>Job Summary: The ITO I shall perform the functions of a Cybersecurity Professional who shall be responsible for ensuring the security, integrity, and confidentiality of the digital solutions developed by the DSWD's Digital Transformation (DX) Team. This</p>		

includes designing, implementing, and maintaining robust security measures, monitoring for potential threats, and collaborating with various stakeholders to improve the organization's cybersecurity posture continuously. The Cybersecurity Professional plays a critical role in the organization's digital transformation efforts by protecting sensitive information, systems, and services from cyber threats, ultimately benefiting millions of Filipinos and fostering a more resilient and connected society.

2. Two (2) Computer Maintenance Technologist III (Contract of Service)
Salary Grade / Monthly Salary: SG 17 / PhP43,030.00

CSC – Prescribed Qualification Standards:

Education	:	Bachelor’s Degree relevant to the job
Training	:	Four (4) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	None Required

Preferred Qualifications (Competency-Based):

CMT III (Senior Desktop Engineer)

Education	:	Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	3+ years of experience in technical support, preferably in end-user hardware and basic productivity
Eligibility	:	None Required

Job Summary:
 The Computer Maintenance Technologist III shall perform the functions of a Senior Desktop Engineer who shall serve as a technical team leader for productivity enablement, specifically in end-user hardware and basic desktop support within DSWD.

CMT III (Senior IT Support Specialist)

Education	:	Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	4+ years of experience in technical support, preferably in complex technical issues
Eligibility	:	None Required

Job Summary:
 The Computer Maintenance Technologist III shall perform the functions of the Senior IT Support Specialist who shall be responsible for providing technical assistance, troubleshooting, and support to end-users or clients. They play a crucial role in ensuring the smooth operation of computer systems, highly technical software applications and various IT-related components.

3. One (1) Computer Maintenance Technologist II (Contract of Service)
Salary Grade / Monthly Salary: SG 15 / PhP36,619.00

CSC – Prescribed Qualification Standards:

Education	:	Bachelor’s Degree relevant to the job
Training	:	Four (4) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	None Required

Preferred Qualifications (Competency-Based):

Education	:	Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	2+ years of experience in technical support, preferably in complex technical issues
Eligibility	:	None Required

Job Summary:

The Computer Maintenance Technologist II shall perform the functions of an IT support specialist who shall be responsible for providing technical assistance, troubleshooting, and support to end-users or clients. They play a crucial role in ensuring the smooth operation of computer systems, highly technical software applications and various IT-related components.

4. Four (4) Computer Maintenance Technologist I (Contract of Service)

Salary Grade / Monthly Salary: SG 11 / PhP27,000.00

Areas of Assignment: Field Office 1 Multi-Purpose Building, Rosales, Pangasinan
SWAD Office, Dagupan City, Pangasinan
Provincial Operations Office - Vigan City, Ilocos Sur
Provincial Operations Office - Laoag City, Ilocos Norte

CSC – Prescribed Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Training	:	None Required
Experience	:	None Required
Eligibility	:	None Required

Preferred Qualifications (Competency-Based):

Education	:	Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.
Training	:	Four (4) hours of relevant training
Experience	:	2+ years of experience in technical support, preferably in end-user hardware and basic productivity
Eligibility	:	None Required

Job Summary:

A Computer Maintenance Technologist I shall perform the functions of a Desktop Engineer who shall be responsible for providing technical assistance and support related to computer systems, hardware, and productivity applications to end-users within DSWD.

5. Four (4) Computer Programmer III (Contract of Service)

Salary Grade / Monthly Salary: SG 18 / PhP46,725.00

CSC – Prescribed Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Training	:	Eight (8) hours of relevant training
Experience	:	Two (2) years of relevant experience
Eligibility	:	None Required

Preferred Qualifications (Competency-Based):

Software Quality Assurance Engineer

Education	:	Bachelor's degree in Information Technology, Computer Science, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	2+ years of experience in web application testing
Eligibility	:	None Required

Job Summary:

The Computer Programmer III shall perform the functions of a Software Quality Engineer who shall be responsible for ensuring the quality, reliability, and performance of the digital solutions developed by the DSWD. This includes designing and executing comprehensive testing strategies, identifying and addressing software issues, and collaborating with various stakeholders to enhance the overall quality of the software. The Software Quality Engineer plays a critical role in the organization's digital transformation efforts by ensuring that digital solutions meet the highest standards of quality, ultimately benefiting millions of Filipinos and fostering a more resilient and connected society.

Full-stack Web Application Developer

Education	:	Bachelor's degree in Information Technology, Computer Science, or a related field.
Training	:	Eight (8) hours of relevant training
Experience	:	2+ years of experience in web application development
Eligibility	:	None Required

Job Summary:

The Computer Programmer III shall perform the functions of a Full-stack Web Application Developer who shall be responsible for designing, developing, and maintaining web applications that support the organization's digital transformation initiatives. The role includes working with stakeholders, including business leaders, IT teams, and external partners, to ensure a seamless and user-friendly experience for beneficiaries. The Full-stack Web Application Developer will play a crucial role in transforming social services delivery in the Philippines by working on cutting-edge projects and collaborating with a dedicated team of experts.

6. One (1) Administrative Officer II (Contract of Service)

Salary Grade / Monthly Salary: SG 11 / PhP27,000.00

CSC – Prescribed Qualification Standards:

Education	:	Bachelor’s Degree relevant to the job
Training	:	None Required
Experience	:	None Required
Eligibility	:	None Required

Preferred Qualifications (Competency-Based):

Education	:	Bachelor’s Degree in Psychology, Human Resource Management/Development, Organizational Management/Development or related field
Training	:	Four (4) hours of relevant training
Experience	:	One (1) year of relevant experience in human resource that involves implementation of competency based human resource systems particularly in workforce management, specifically in learning and development.
Eligibility	:	None Required

Job Summary:

The Administrative Officer II shall perform the functions of a Human Resource Management Officer I who shall be responsible for assisting the RICTMS in workforce management and in conducting learning and development interventions for ICT end-users.

7. One (1) Administrative Assistant II (Contract of Service)

Salary Grade / Monthly Salary: SG 8 / PhP19,744.00

CSC – Prescribed Qualification Standards:

Education	:	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	:	At least four (4) hours of relevant training
Experience	:	At least one (1) year of relevant experience
Eligibility	:	None Required

Preferred Qualifications (Competency-Based):

Education	:	Bachelor's degree in relevant field
Training	:	Four (4) hours of relevant training
Experience	:	Two (2) years of relevant experience
Eligibility	:	None Required

Job Summary:

The ICT Asset Officer maintains the organization’s technology assets, both hardware and software.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/VVhCfKYZ8CYXVmHj9> not later than **5:00 PM of 15 March 2024** with the following attachments:

1. Application Letter;
2. Comprehensive Resume or Updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
3. Transcript of Records & Diploma (certified photocopies);
4. Certificate/s of Trainings / Seminars attended;
5. Certificate/s of Employment;
6. Certificate/s of Board Rating / Professional License / CS Eligibility;
7. Certification from School for Masteral units earned or completed, if any;
8. Birth Certificate; and
9. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, if any.

Note:

1. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and from any Sexual Orientation and Gender identities are encouraged to apply.
2. Applicants with **incomplete documents** shall not be entertained.