

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:
manager

One (1) Information Technology Officer I ((Project Manager)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 19 (Php 51,357.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

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

Specific Tasks and Functions:

1. Lead the planning and execution of digital transformation projects, ensuring alignment with DSWD's strategic objectives and stakeholder requirements.
2. Develop and maintain detailed project plans, including defining project scope, objectives, tasks, timelines, and budgets.
3. Coordinate and manage cross-functional project teams, assigning tasks, monitoring progress, and providing guidance and support as needed.
4. Serve as the primary point of contact for project-related matters, facilitating communication and collaboration among project stakeholders, including internal staff, external partners, and vendors.
5. Identify, track, and mitigate project risks and issues, implementing contingency plans as necessary to ensure project success.
6. Monitor and report on project progress, providing regular status updates to project stakeholders and escalating issues as needed.
7. Ensure the timely and successful delivery of digital solutions, adhering to quality standards and meeting or exceeding stakeholder expectations.
8. Conduct post-project evaluations to assess project outcomes, identify lessons learned, and inform future project planning and execution.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024

2. Photocopy of CSC eligibility/PRC license (if applicable);
3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended
5. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Information Technology Officer I (Project Manager)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Information Technology Officer II ((Lead Network and Infrastructure Administrator)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 22 (Php 71,511.00)
Area of Assignment: RICTMS

Qualification Standards

Education: Bachelor's Degree relevant to the job
Training: Sixteen (16) hours of relevant training
Experience: Three (3) years of relevant experience
Eligibility: Career Service Professional / Second Level Eligibility

Preferred Qualification

Education: Bachelor's degree in Computer Science, Information Technology, Management Information Systems, Computer Engineering or other IT-related courses
Training: Twenty Four (24) hours of relevant training in Network and Infrastructure Management
Experience: Three (3) years of experience in Network and Infrastructure Management
Eligibility: None Required

Specific Tasks and Functions:

1. Lead the planning, design and implementation of the Field Office's network infrastructure, ensuring scalability, reliability and security
2. Lead the optimization and monitoring of network performance
3. Lead the management of the Field Office's IT infrastructure, including servers, storage systems, and cloud services to ensure optimal performance, availability and resource allocation
4. Lead the development and implementation of business continuity and disaster recovery plan.
5. Forecast future network and infrastructure needs based on the Field Office operations, usage patterns and plan resource allocation and scalability.
6. Coordinate with the Security Operations Center on security management concerns
7. Contribute to the establishment of the DSWD Network Operations Center
8. Maintain accurate documentation of network and infrastructure configurations, procedures and policies.
9. Assess risks associated with network and infrastructure operations and develop risk mitigation strategies.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2021

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)

3. Latest Performance Assessment/PCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended
5. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Information Technology Officer II (Lead Network and Infrastructure Administrator)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:
manager

One (1) Information Technology Officer I ((Data Protection Officer)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 19 (Php 51,357.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

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

Specific Tasks and Functions:

1. Develop, implement, and maintain comprehensive data privacy policies, procedures, and guidelines in line with applicable data privacy laws, regulations, and industry best practices.
2. Serve as the primary point of contact for data privacy matters, including liaising with regulatory authorities and responding to inquiries from data subjects.
3. Conduct privacy impact assessments for new and existing digital solutions and projects to identify and mitigate potential privacy risks.
4. Provide guidance and support to staff on data privacy matters, ensuring that privacy-by-design principles are integrated into the development, maintenance, and operation of digital services.
5. Develop and deliver data privacy training and awareness programs for staff to foster a solid organizational privacy culture.
6. Monitor and audit the organization's compliance with data privacy policies and procedures, identifying areas for improvement and recommending corrective actions as needed.
7. Collaborate with internal and external stakeholders, including legal counsel, to address data privacy concerns and ensure the lawful processing of personal data.
8. Stay up-to-date with changes in data privacy laws, regulations, and best practices to ensure ongoing compliance and maintain the organization's competitive edge.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)

- Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended
 5. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Information Technology Officer I (Data Protection Officer)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Information Technology Officer I ((Compliance and Quality Management Officer)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 19 (Php 51,357.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

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 Data Privacy/Protection Officer
Eligibility: None Required

Specific Tasks and Functions:

1. Monitor and assess ICT systems and processes to ensure compliance with industry standards, regulations, and legal requirements.
2. Stay updated on changes in relevant laws and regulations affecting ICT practices.
3. Plan and execute regular audits to evaluate compliance and quality in ICT operations.
4. Monitor and analyze ICT-related metrics and key performance indicators (KPIs) to identify areas for improvement
5. Establish and maintain a quality management framework for ICT systems and processes.
6. Implement quality assurance measures to ensure the reliability and efficiency of ICT services.
7. Maintain comprehensive documentation of ICT policies, procedures, and compliance-related activities.
8. Ensure documentation is up-to-date and accessible to relevant stakeholders.
9. Collaborate with ICT teams, legal departments, and other stakeholders to address compliance and quality concerns.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than ~~MARCH 13, 2024~~

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);
3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Information Technology Officer I (Compliance and Quality Management Officer)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.


LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:
manager

One (1) Information Technology Officer I (Server Administrator)

(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 19 (Php 51,357.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

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 Data Privacy/Protection Officer
Eligibility: None Required

Specific Tasks and Functions:

1. Install, configure, and maintain server hardware and operating systems.
2. Deploy and manage virtualization technologies if applicable
3. Monitor server performance and identify areas for improvement.
4. Optimize server configurations and resource utilization to ensure optimal performance
5. Develop and implement backup and recovery strategies for server systems.
6. Test and verify backup systems regularly to ensure data integrity and availability.
7. Plan and implement patching and update strategies for server operating systems and software.
8. Ensure servers are up to date with the latest security patches.
9. Maintain detailed documentation of server configurations, procedures, and troubleshooting steps.
10. Monitor server resource usage trends and plan for capacity upgrades as needed.
11. Forecast future capacity requirements based on business needs

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);
3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Information Technology Officer I (Server Administrator)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:
manager

One (1) Information Technology Officer I (Database Administrator)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 19 (Php 51,357.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

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 Data Privacy/Protection Officer
Eligibility: None Required

Specific Tasks and Functions:

1. Design, create, and implement database systems based on organizational needs and requirements.
2. Develop data models and database architecture.
3. Monitor database performance and identify areas for improvement.
4. Optimize database configurations for maximum performance.
5. Develop and implement backup and recovery strategies to safeguard against data loss.
6. Regularly test and validate backup systems.
7. Diagnose and resolve database-related issues.
8. Provide support and troubleshooting for database users and applications.
9. Implement monitoring solutions to track database usage, performance, and availability.
10. Respond to alerts and proactively address potential issues.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);
3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended
5. Photocopy of TOR and Diploma

Late submission of application/request for extension or submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Information Technology Officer I (Database Administrator)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

Two (2) Computer Programmer III (Fullstack Developer)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 18 (Php 46,725.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

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 as Data Privacy/Protection Officer
Eligibility: None Required

Specific Tasks and Functions:

1. Design, develop, and maintain web applications, using modern web development frameworks and technologies.
2. Collaborate with stakeholders to gather and analyze requirements, ensuring alignment with the organization's strategic objectives and digital transformation initiatives.
3. Develop and maintain high-quality, scalable, and secure code, adhering to best practices in software development.
4. Implement and integrate APIs, as well as perform API integrations, to support seamless data exchange between systems.
5. Troubleshoot and resolve issues related to application development and performance, ensuring optimal user experience.
6. Collaborate with UI/UX designers to create visually appealing and user-friendly web applications.
7. Participate in code reviews and provide constructive feedback to team members, fostering a culture of continuous improvement.
8. Stay up-to-date with emerging web development trends, tools, and technologies to maintain the organization's competitive edge.
9. Work closely with project managers and other team members to ensure the timely delivery of web application projects.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024

- ... (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);
 3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
 4. Certificate of relevant trainings and seminars attended
 5. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Computer Programmer III (Software Quality Assurance Engineer)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.


LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

Two (2) Computer Programmer III (Software Quality Assurance Engineer)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 18 (Php 46,725.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

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 as Data Privacy/Protection Officer
Eligibility: None Required

Specific Tasks and Functions:

1. Develop and implement comprehensive testing strategies for web and mobile applications, including functional, performance, integration, and usability testing.
2. Design, write, and execute test cases and test scripts to validate software functionality and performance against requirements.
3. Identify, document, and track software defects and issues, working closely with developers to ensure timely resolution.
4. Collaborate with the development team and stakeholders to ensure that software requirements are well-defined and testable.
5. Establish and maintain software quality assurance best practices and processes, including test automation, continuous integration, and continuous delivery.
6. Monitor software performance and conduct root cause analysis of issues to recommend and implement improvements.
7. Participate in agile development processes, including sprint planning, reviews, and retrospectives, to ensure continuous improvement of software quality.
8. Stay up-to-date with emerging trends, tools, and technologies in software quality assurance and testing to maintain the organization's competitive edge.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)

Very Satisfactory Rating during the last rating period

4. Certificate of relevant trainings and seminars attended
5. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Computer Programmer III (Software Quality Assurance Engineer)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Computer Maintenance Technologist III (Senior IT Support Specialist)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 17 (Php 43,030.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

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 as Data Privacy/Protection Officer
Eligibility: None Required

Specific Tasks and Functions:

1. Prioritize and assign support tasks, ensuring SLAs (Service Level Agreements) are met.
2. Lead the resolution of complex technical issues and provide escalated support when necessary.
3. Install, configure, and update operating systems, software applications, and utilities on end-user devices.
4. Provide basic network support, including setting up and configuring routers, switches, and other network devices
5. Implement and enforce security policies on end-user devices.
6. Assist in the deployment and management of antivirus and anti-malware solutions
7. Create user guides and documentation to facilitate self-help.
8. Serve as a point of contact for escalated user issues and communicate effectively with end-users

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MAR 13, 2024

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);
3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended
5. Photocopy of TOR and Diploma

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Computer Maintenance Technologist III (Senior IT Support Specialist)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.


LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Computer Maintenance Technologist III (Senior Desktop Engineer)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 17 (Php 43,030.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

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

Specific Tasks and Functions:

1. Provide leadership and guidance to the desktop support team.
2. Provide technical assistance and support for desktops, laptops, printers, and other end-user hardware.
3. Resolve hardware and software issues by troubleshooting and diagnosing problems.
4. Perform routine maintenance on desktops, laptops, and peripherals.
5. Ensure the quality and efficiency of desktop support services.
6. Coordinate hardware repairs and replacements as needed.
7. Conduct training sessions for end-users on productivity tools.
8. Maintain an inventory of hardware and software assets.
9. Assist in procurement and asset-tracking activities.
10. Prioritize and assign support tasks, ensuring SLAs (Service Level Agreements) are met.
11. Serve as a point of contact for escalated user issues and communicate effectively with end-users

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);
3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Computer Maintenance Technologist III (Senior Desktop Engineer)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

Three (3) Computer Maintenance Technologist I (Desktop Engineer)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 11 (Php 27,000.00)
Area of Assignment: RICTMS

Qualification Standards

Education: Bachelor's Degree relevant to the job
Training: None Required
Experience: None Required
Eligibility: Career Service Professional / Second Level Eligibility

Preferred Qualification

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 end-user hardware and basic productivity
Eligibility: None Required

Specific Tasks and Functions:

1. Provide technical assistance and support for desktops, laptops, printers, and other end-user hardware;
2. Resolve hardware and software issues by troubleshooting and diagnosing problems;
3. Perform routine maintenance on desktops, laptops, and peripherals;
4. Ensure the quality and efficiency of desktop support services;
5. Conduct hardware repairs and replacements as needed;
6. Conduct training sessions for end-users on productivity tools;
7. Maintain an inventory of hardware and software assets;
8. Assist in procurement and asset tracking activities;
9. Ensure SLAs (Service Level Agreements) are met.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2021

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);
3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Computer Maintenance Technologist I (Desktop Engineer)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

Two (2) Computer Management Technologist II (IT Support Specialist)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 15 (Php 36,619.00)
Area of Assignment: RICTMS

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: Career Service Professional / Second Level Eligibility

Preferred Qualification

Education: Bachelor's degree in Information Technology, Computer Science, Business Administration, or related field
Training: Eight (8) hours of relevant training
Experience: 2+ years of relevant experience as Data Privacy/Protection Officer
Eligibility: None Required

Specific Tasks and Functions:

1. Ensure SLAs (Service Level Agreements) are met;
2. Resolve of complex technical issues and provide escalated support when necessary;
3. Install, configure, and update operating systems, software applications, and utilities on end-user devices;
4. Provide basic network support, including setting up and configuring routers, switches, and other network devices;
5. Implement and enforce security policies on end-user devices;
6. Assist in the deployment and management of antivirus and anti-malware solutions;
7. Create user guides and documentation to facilitate self-help; and
8. Address user issues and communicate effectively with end-users

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);
3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended
5. Photocopy of TOR and Diploma

documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Computer Management Technologist II (IT Support Specialist)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Administrative Assistant II (Procurement Officer)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 8 (Php 19,744.00)
Area of Assignment: Procurement Section 

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 Qualification

Education: Bachelor's degree in a relevant 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

Specific Tasks and Functions:

1. Assist in the preparation of APP and PPMP for ICT requirements
2. Conducts market scanning and prepares market studies
3. Assist in the preparation of Terms of Reference
4. Monitor the disbursement plan;
5. Prepares and tracks the PR and other required docs;
6. Update the budget and procurement monitoring tool;
7. Coordinate with the Regional Procurement officer for guidance or clarifications on program procurement policies and guidelines;
8. Assist in crafting a proposal;
9. Reviews and checks the completeness and correctness of the required supporting procurement documents to ensure that all requirements are compiled;
10. Ensures that an updated copy of the RA 9184 including its IRR and other relevant issuance is available at the RICTMS.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);

3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended
5. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Administrative Assistant II (Procurement Officer)** in the subject.

Applications without specified position and walk-in submission shall not be entertained.



LUCIA SUYU ALAN, RSW
Regional Director

NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

One (1) Administrative Officer II (Human Resource Management Officer I)
(Newly Created Position)

Status of Employment: Contract of Service
Monthly Salary: SG 11 (Php 27,000.00)
Area of Assignment: HRMDD

Qualification Standards

Education: Bachelor's Degree relevant to the job
Training: None Required
Experience: None Required
Eligibility: Career Service Sub-Professional / First Level Eligibility

Preferred Qualification

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

Specific Tasks and Functions:

1. Draft Travel Orders/ Authority to Participate in ICT-related activities
2. Assist in the formulation of the centralized ICT competency framework/model in coordination with the ICTMS
3. Assist in the preparation of activity proposals, training manuals and in the conduct of activities for end-users and ICT workforce
4. Document ICT meetings
5. Maintain a database of ICT workforce and competency development needs
6. Coordinate with the ICTMS for identification of participants for ICT-related activities
7. Assist in monitoring performance of the ICT workforce at the Field Office;
8. Check and monitor submission of DTR, IPC/Rs, leaves
9. Prepare letters, memoranda and other communications; and
10. Perform other related human resource functions.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MARCH 13, 2024

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
2. Photocopy of CSC eligibility/PRC license (if applicable);

3. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
4. Certificate of relevant trainings and seminars attended
5. Photocopy of TOR and Diploma

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website (fo2.dswd.gov.ph).

Please submit all documents via <https://bit.ly/49WpFB5>. Please indicate **Administrative Officer II (Human Resource Management Officer I)** in the subject.

Applications without specified position and walk-in submission **shall not be entertained**.


LUCIA SUYU ALAN, RSW
Regional Director 