



**VACANCIES AS OF
MARCH 26, 2024
(CONTRACT OF SERVICE POSITIONS)**



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo



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[dswdfoncr](#)

3 COMPUTER PROGRAMMER III

ITEM NUMBER : FONCR-COS-CPROG3-2403034 to 3403036
SALARY GRADE : SG 18 / PHP 46,725.00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Information and Communications Technology Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree relevant to the job
TRAINING : Eight (8) hours relevant training
EXPERIENCE : Two (2) years relevant experience
ELIGIBILITY : CS Professional / Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's degree in Information Technology, Computer Science, or a related field
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : Two (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.

DUTIES AND RESPONSIBILITIES

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.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING
CRITERIA FOR EVALUATION:**

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	10%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

INITIAL SHORTLISTING

**OBTAINED 45 POINTS OR 75% OF THE MAXIMUM TOTAL
SCORE ON ETE.**

*Only those who obtained the 45 points or 75% on ETE
shall proceed to the next recruitment process.*

FINAL SHORTLISTING

**CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF
SCORE OF AT LEAST 60%**

2 COMPUTER PROGRAMMER III

ITEM NUMBER : FONCR-COS-CPROG3-2403037 to 3403038
SALARY GRADE : SG 18 / PHP 46,725.00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Information and Communications Technology Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree relevant to the job
TRAINING : Eight (8) hours relevant training
EXPERIENCE : Two (2) years relevant experience
ELIGIBILITY : CS Professional / Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's degree in Information Technology, Computer Science, or a related field
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : Two (2) years of experience in web application development
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

DUTIES AND RESPONSIBILITIES

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.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING
CRITERIA FOR EVALUATION:**

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	10%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

INITIAL SHORTLISTING

**OBTAINED 45 POINTS OR 75% OF THE MAXIMUM TOTAL
SCORE ON ETE.**

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FINAL SHORTLISTING

**CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF
SCORE OF AT LEAST 60%**

2 COMPUTER MAINTENANCE TECHNOLOGIST III

ITEM NUMBER : FONCR-COS-CMT3-2403039 to
2403040
SALARY GRADE : SG 17 / PHP 43,030.00
VICE : Newly Created Position
STATUS : Contract of Service
**PLACE OF
ASSIGNMENT** : Information and Communications
Technology Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree relevant to the job
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : CS Professional / Second Level
Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's degree in Information
Technology, Computer Science, or a
related field
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : Three (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.

DUTIES AND RESPONSIBILITIES

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

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING
CRITERIA FOR EVALUATION:**

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	10%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

INITIAL SHORTLISTING

**OBTAINED 45 POINTS OR 75% OF THE MAXIMUM TOTAL
SCORE ON ETE.**

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FINAL SHORTLISTING

**CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF
SCORE OF AT LEAST 60%**

6 COMPUTER MAINTENANCE TECHNOLOGIST I

ITEM NUMBER : FONCR-COS-CMT1-2403044 to
2403049
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : Newly Created Position
STATUS : Contract of Service
**PLACE OF
ASSIGNMENT** : Information and Communications
Technology Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree relevant to the job
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : CS Professional / Second Level
Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's degree in Information
Technology, Computer Science, or a
related field
TRAINING : Four (4) hours of relevant training
EXPERIENCE : Two (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.

DUTIES AND RESPONSIBILITIES

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.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING
CRITERIA FOR EVALUATION:**

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	10%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

INITIAL SHORTLISTING

**OBTAINED 45 POINTS OR 75% OF THE MAXIMUM TOTAL
SCORE ON ETE.**

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FINAL SHORTLISTING

**CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF
SCORE OF AT LEAST 60%**

9 COMPUTER MAINTENANCE TECHNOLOGIST II

ITEM NUMBER : FONCR-COS-CMT2-2403050 to 2403058
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Information and Communication Technology Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree relevant to the job
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : CS Professional / Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree preferably in Office Administration, Information Technology, Business Management
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : None Required

JOB SUMMARY

Under immediate supervision of the Information Technology Officer II and Information Technology Officer I – Lead Technical Support, the Computer Maintenance Technologist II shall perform ICT Technical support, administrative support and do other related works.

DUTIES AND RESPONSIBILITIES

1. Support the implementation of Oplan Pag-Abot Reach-Out activities
2. Ensure availability and monitor the internet connection during reach-out activities.
3. Monitor the functionality of the Oplan Pag-Abot Information System
4. Escalate to ICTMS ICT technical problem experience during reach-out activities.
5. Safekeep all ICT Equipment of the Project.
6. Provide technical assistance and support FO users on computer hardware and software as well as coordinate ICT capacity building for all FO users
7. Conduct preventive and remedial maintenance of all ICT resources in the Field Office and Center and Residential Care Facilities

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING
CRITERIA FOR EVALUATION:**

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	10%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

INITIAL SHORTLISTING

**OBTAINED 45 POINTS OR 75% OF THE MAXIMUM TOTAL
SCORE ON ETE.**

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FINAL SHORTLISTING

**CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF
SCORE OF AT LEAST 60%**

1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCW02-2309070
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : Newly Created Position
STATUS : Contract of Service`
PLACE OF ASSIGNMENT : Disaster Response and Rehabilitation Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree in Social Work
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Preferably with units in MS in Social Work
TRAINING : Eight (8) hours of training in Case Management / Counseling / Communication / Facilitation Skill
EXPERIENCE : Two (2) years' experience in handling Case Management and/or project management
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under general supervision of Social Welfare Officer IV and with some latitude for exercise of independent judgement, performs somewhat difficult and does other related task assigned.

DUTIES AND RESPONSIBILITIES

1. Provides immediate response and action to the received reports through conduct of reach out activities to referred cases to the region.
2. Intakes and interviews clients for further social assistance and case management;
3. Conducts social case study and monitoring rescued clients to be endorsed to the local government for further provision of social services;
4. Assists in preparation of Annual Work Plans, Semestral Reports, Monthly Accomplishment Reports, and other Project Documentations in relation to the operation and target activities of the unit
5. Prepares documentations during inter-agency meetings and other activities in relation to the project implementation;
6. Conducts profiling and maintains database of clients served

7. Prepares documents on the status reports/updates/accomplishments along with the operation of the unit
8. Attends meetings/seminars and workshops in relation to project implementation;
9. Conduct trainings initiated by unit
10. Prepares Policies and Guidelines
11. Report for duty during disaster operations
12. Submits regular evaluation of program implementation pointing out the gaps in the service and suggest remedial measures on how the problems can be met in their areas.
13. Perform other tasks requirements by the supervisor and of the Agency

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING
CRITERIA FOR EVALUATION:**

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	10%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

INITIAL SHORTLISTING

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SCORE ON ETE.**

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shall proceed to the next recruitment process.*

FINAL SHORTLISTING

**CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF
SCORE OF AT LEAST 60%**

Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before **APRIL 4, 2024** not later than 5:00 PM:

1. Application letter addressed to Regional Director **ATTY. MICHAEL JOSEPH J. LORICO** (Signifying the Position, Item Number, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if applicable) Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
4. Photocopy of Transcript of Records
5. Photocopy of Transcript Diploma;
6. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
7. Photocopy of Certificate/s of previous and present Employment (if applicable);
8. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
9. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

NOTES:

1. For online submission of application, please access this link <https://bit.ly/FONCRrecruitment> and submit the scanned PDF copy of your credentials.
2. For multiple applications, please submit separate application requirements for each desired position.
3. For walk-in applicants, please ensure to submit your documents with a clip fastener.
4. Present original or authenticated copies of the above documentary requirements for verification during the filling of application.
5. All interested qualified next-in-rank employees with Permanent status should submit the filled-out "next-in-rank intent to apply form" together with their credentials.
6. Submission of applications **beyond the deadline and with incomplete attachments will not be accepted and shall mean automatic disqualification for the position you are applying for.**

The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.