NOTICE OF VACANCY
June 25, 2020

Position/Salary Grade | Computer Programmer II / 15
Monthly Salary       | Php 32,053.00
No. of Position/ Place of Assignment | 1 / ICT Unit, Office of the Regional Director, DepEd SOCCSKSARGEN Regional Office

Qualifications
Education           | Bachelor’s degree relevant to the job
Experience          | 1 year of relevant experience
Training            | 4 hours of relevant training
Eligibility         | Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of a **Computer Programmer II**

**ICT Programs and Project Implementation**
1. Provide support in the implementation of the CO and RO ICT programs.

**Solutions Design and Development**
1. Analyze solutions design and program specifications to determine appropriate programming approach/strategy through design consultations with Systems Analyst and Systems architect
2. Code and test programs in accordance with programming standards and test criteria to ensure that system components are working according to design specifications.
3. Participate in systems and integration testing to ensure that all components work as one system and design specifications are satisfactorily met.
4. Assist in system deployment and implementation to operationalize the system by providing technical support.
5. Assist in capacity building by providing technical support in the development and conduct of training programs and appropriate courseware in accordance with the training plan

**Systems Administration**
1. Administer the day-to-day operation of ICT systems installed (inclusive of application systems, database management systems, server systems and network and communication system) through an efficient, effective and automated monitoring system to ensure high availability, reliability and security and adhering to service level standards.
2. Fine tune and adjust programs to respond to emerging requirements, findings and recommendations from the periodic system review and evaluation to ensure system relevance, efficiency and effectiveness.
3. Coordinate in the M&E of the software deployment by verifying if the system design meets performance criteria;
4. Develop and maintain documentation of programs in accordance with standards to ensure maintainability of program codes

**ICT Programs and Projects Monitoring and Evaluation (M&E)**
1. Assist in the development of systems and tools to monitor ICT in the region.
2. Gather data and provide inputs to reporting the progress of systems utilization, ICT plans, programs and project implementation to generate feedback and maintain management support through participation in the implementation of an M&E system within the regional office and schools division.

**ICT Technical Assistance**
1. Provide support in capacitating division, schools and learning centers to operate ICT systems.
2. Gather data to identify ICT needs of the region and schools division and help them prioritize their needs
3. Assist in the development and identification of ICT solutions to identified priority needs of the regions and schools division.
4. Assist in providing the division, schools and learning centers with updates on breakthrough ICT technology in educational delivery and governance towards increased learning possible adoption

The DepEd SOCCSKSARGEN Regional Office highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **July 8, 2020.**

1. Fully accomplished Personal Data Sheet (CS Form 212) with recent passport-sized picture which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Photocopy of Scholastic Records (TR, Diploma)
3. Photocopy of Eligibility/Licenses
4. Copy of Training Certificates applicable to the position applied (if any and must not be credited during the last promotion)
5. 3 years Performance Rating (if applicable)
6. Updated Service Record/Certificate of employment with brief description of duties and responsibilities, if applicable
7. Latest approved appointment (if applicable)
8. Proof of Outstanding Accomplishment/s related to the position being applied, if any

Qualified Applicants are advised to hand-in or send through courier/email their application to:

Allan G. Farnazo, CESO IV
Regional Director
DepEd RO XII, Carpenter Hill, City of Koronadal
region12@deped.gov.ph
allan.farnazo@deped.gov.ph

The Personnel Section will be accepting application of interested and qualified applicants for evaluation of documents.

Please refer to DepED Order No. 66 s. 2007, “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions” for the criteria and number of points assigned to each criterion.

Joseph Russo M. Farnazo
Administrative Officer V
(HRMO III)

Note:
Only applicant/s with complete requirements shall be entertained.