Position: COMPUTER PROGRAMMER II
Place of Assignment: Credit Information Management Services Group - Application Development
Monthly Rate: Php 36,619 + 20% Premium
Mode of Employment: Contract of Service
No. of Vacancy: One (1)

Opening Date: JULY 04, 2025
Closing Date: JULY 28, 2025

Qualification Standards:
Education: Bachelor's Degree relevant to the job
Experience: At least one (1) year of relevant experience

Training: At least eight (8) hours of relevant training

Competencies: Exemplifying Integrity and Professionalism, Strategic and Systems Thinking, Delivering Excellent Results, Fostering Teamwork, Building Collaborative and Inclusive Working Relationships, Nurturing a High Performing Organization

Job Responsibilities:
1. Assists in the coordination with end-users in the collection and analysis of business information needed for project scoping, definition of detailed business requirements, and business process improvement
2. Assists in the preparation of the required documents for the acquisition of application systems and solutions as required by R.A. 9184, Government Procurement Law, and its Revised Implementing Rules and Regulations
3. Assists in the translation of the business requirements into detailed systems and database design to be used for the program coding and development
4. Assists in the coordination with third-party suppliers and vendors for the customization, enhancement, and implementation of application systems
5. Codes, develops, and customizes report and query requirements as designed by the Junior Business Analyst
6. Assist in the preparation of test plan, test script, and acceptance criteria on new application systems and enhancements of existing systems to be implemented
7. Assist in the conduct of quality assurance testing on new application systems and enhancements of existing systems to be implemented
8. Assist in the preparation of systems documentation required prior to the turnover of new application systems or enhancement of existing systems to the production environment
9. Assist in the conduct of user training and education prior to application systems implementation or prior to use of an existing system
10. Respond to and resolve user complaints related to applications software
11. Assists in the conduct of periodic business process reviews
12. Adheres to the company policies and procedures
13. Adheres to the Technology and Operations policies and procedures
14. Adheres to the Information Security policies and procedures; and
15. Performs other duties that may be required by the supervising head

Interested and qualified applicants should signify their interest in writing. Kindly address your application letter to:

Atty. Ben Joshua A. Baltazar
President and CEO

Attn: Jocelyn E. Vidal
Human Resource Management Officer IV
Office of the President

Submit the following documents, <u>ALL IN PDF FORMAT</u> to the provided link NOT LATER THAN the CLOSING DATE provided in this job posting: https://tinyurl.com/CIC-COS-ApplicationForm

1. Letter of Intent (addressed to the CIC President and CEO);
2. Fully accomplished Personal Data Sheet (PDS) with a recent passport-size picture (CS Form No. 212, Revised 2017) and;
3. Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
4. Performance rating in the present position for one (1) year;
5. Copy of certificate of eligibility/rating/license (if applicable);
6. Copy of Transcript of Records (TOR);
7. Copy of Diploma; and
8. Copy of Training Certificates

Document file name format:
[Last name, First name, MI] - [Type of document] - [Position being applied for]
Ex: Dela Cruz, Juan A. - PDS - Administrative Officer IV (Procurement Officer)

NOTE: ONLY APPLICATIONS SENT THROUGH THE ABOVE-MENTIONED LINK WITH COMPLETE REQUIREMENTS SHALL BE ENTERTAINED.

Equal Employment Opportunity:

Credit Information Corporation welcomes diversity and inclusive workplace thus we do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, disability status, or any other applicable characteristics protected by law.