



DEPARTMENT OF FOREIGN AFFAIRS

JOB VACANCY

Computer Programmer II - HRMO - Records Management Section (Contract of Service)

Office: Human Resources Management Office -
Records Management Section

Location: DFA Temporary Headquarters - Double
Dragon Tower, EDSA Ext., Pasay City

Salary: PhP 40, 208.00 + 15% Premium
(PhP 6, 031.20) /month

Vacancy: One (1) Position

Minimum Qualifications:

- ❖ Graduate of any Bachelor's Degree in a field related to Information Technology or Computer Science;
- ❖ Application development showcasing proficiency in the software development lifecycle;
- ❖ Web programming languages, such as PHP, SQL, or similar technologies, demonstrating an ability to build and maintain dynamic web applications;
- ❖ Front-end technologies, including HTML, CSS, and JavaScript, with a track record of creating responsive and visually engaging web interfaces;
- ❖ Proficiency in RESTful API design and implementation, database management principles, particularly with MS SQL, including query optimization, data modeling, and database performance tuning, Object-Oriented Programming (OOP) principles, Google Workspace;

Interested applicants are requested to submit to [Application Portal](#) the following requirements in PDF format:

- Duly accomplished [DFA application form](#) with colored photo
- Duly accomplished [Work Experience Sheet](#)
- Updated resumé
- Copy of transcript of records
- Copy of diploma
- Copy of valid NBI clearance or proof of application

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.

Incomplete submission of documents will not be accepted/processed.

Most qualified applicants will be invited for examination and interview through email.

Applications shall be accepted until the vacancy is filled.



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- ❖ Proficiency in Office Productivity Tools (Excel, Google Suite, Canva, etc.);
- ❖ Proven ability to manage multiple responsibilities and prioritize tasks effectively in a fast-paced environment; and
- ❖ Strong analytical and problem-solving skills, with attention to detail in delivering high-quality software solutions.

General Functions of the Position:

- Design, develop, and roll out applications/programs necessary for the migration of the extensive database of information extracted from the Personnel Information Database System (PIDS) and the Human Resource Information System (HRIS) to the Human Capital Management and Payroll System (HCM&PS)
- Develop a data system for encoding and migrating the records of 1,500 inactive personnel (e.g., Personal Information and Service Records)
- Assist in the reconciliation of the GSIS records with the Department's Personnel Records
- Prepare and submit documents relative to the project
- Perform other related tasks required for the implementation of the HCM
- Perform other tasks assigned by the Division Director or immediate supervisor.