



DEPARTMENT OF FOREIGN AFFAIRS

JOB VACANCY

Computer Programmer I - HRMO - Benefits and Wellness Division (Contract of Service)

Office: Human Resources Management Office -
Benefits and Wellness Divisions

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

Salary: PhP 30, 024.00 + 15% Premium
(PhP 4, 503./60) /month

Vacancy: One (1) Position

Minimum Qualifications:

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

Deadline of submission of applications: **09 May 2025, 5:00 PM**



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- ❖ Ability to manage multiple responsibilities and prioritize tasks effectively in a fast-paced environment;
- ❖ Strong analytical and problem-solving skills, with attention to detail in delivering high-quality software solutions.

General Functions of the Position:

- To design and develop websites and web applications in accordance with Departmental standards and requirements;
- To handle attendance and time-monitoring related tasks of the HCM&PS;
- To accurately encode and update the Personnel Leave Computation Cards (PLCC) for DFA personnel in a timely manner;
- To assist in DTR and leave-related requests of personnel;
- To process monetization requests of personnel;
- To prepare leaves related reports required by OFMS;
- To prepare certifications (i.e. leave credits, travel abroad, leave without pay, etc.); and
- To perform other tasks as assigned by the Division Director or immediate supervisor.