

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
National Capital Region

TO : ALL OFFICIALS AND EMPLOYEES  
ALL NEXT-IN-RANK  
ALL INTERESTED APPLICANTS  
DSWD - NCR

FROM : The REGIONAL DIRECTOR  
DSWD - NCR

DSWD-NCR  
RECORDS MANAGEMENT SECTION

Received by:           
Date/Time:         

SUBJECT : Publication of Vacant Contract of Service  
DATE : August 26, 2021

We wish to inform you that the *DSWD-National Capital Region* is inviting applicants for the following vacant positions with details as follows:

No.	Position Title (Parenthetical Title, if applicable)	Item No.	SG / Monthly Salary	Position Level	Initial Shortlisting		Education	Training	Experience	Eligibility	Last Incumbent	Place of Assignment
					Required Percentage of Education, Training & Experience	Required IQT Percentile Classification						
1	Administrative Aide IV	FONCR-COS-ADDA- 000152	4 / Pnp 14,400.00	1st	75%	Average	Completion of Two-Years in College	None required	None required	None Required	Arnold, Josue	Disaster Response Management Division

\*\*\* Nothing Follows \*\*

Applicants should be guided by the following **Criteria for Evaluation**:

For First (1st) Level Positions:

Education ( E )	25%
Training ( T )	10%
Experience ( E )	25%
Written Exam	
Initial Qualifying Test	10%
Special/Technical Exam	10%
Competency-Based Interview	15%
IPCR or any related Performance Assessment Review	5%
<b>Total</b>	<b>100%</b>

**Cut Off Score:**

Criteria for **Initial Shortlisting** of Applicants: *Applicants with the total points of 75% and above on education, related training, relevant experience and meeting the prescribed percentile classification for the position on the Initial Qualifying Test, shall proceed for Technical/Special Exam and Panel Interview.*

Criteria for **Final Shortlisting** of Applicants:

*Top Five (5) applicants with the total points of 80% and above on the overall scores (ETE, IQT, Special/Technical Examination & Panel Interview) shall proceed in the endorsement to the appointing authority for selection.*

Interested and qualified applicants may personally submit their application to the Human Resource Planning and Performance Management Section (HRPPMS), DSWD-NCR, Room 209 at 389 San Rafael Corner Legarda Street, Sampaloc Manila or send it to the e-mail [recruitment.fonctr@dswd.gov.ph](mailto:recruitment.fonctr@dswd.gov.ph) on or before September 10, 2021 with the following attachments:

1. Application letter addressed to **Regional Director VICENTE GREGORIO B. TOMAS** (Signifying the Position, Status of Employment, and Place of Assignment your applying to) 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](http://www.csc.gov.ph);
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) in the last rating period, (if applicable);
4. Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
7. Photocopy of Certificate/s of previous and present Employment (if applicable); and
8. Photocopy of Company/Agency Clearance (latest employer, if applicable)
9. Photocopy of Appointment (if presently or previously employed in any government agency)

**NOTE: 1. Interested and qualified applicants regardless of gender, disability, civil status, ethnicity and religion are encouraged to apply.**

2. Present original or authenticated copies of the above documentary requirements for verification during filling of application.
3. 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.
4. Application sent through email must be sent in a single file in a "Portable Document Format" or PDF File.
5. Submission of **applications beyond the deadline and with incomplete attachments will not be accepted and entertained.**

For your information and reference.

  
VICENTE GREGORIO B. TOMAS