

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

SUBJECT : Publication of Vacant Contract of Service and Job Order Positions

DATE : August 26, 2021

DSWD-NCR
 RECORDS MANAGEMENT SECTION
 Received by: HM
 Date/Time: 9:12 AM

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

No. (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	FONCR-COS-ADASI-000787	7 / Php 17,179.00	1st	75%	Average	Completion of Two-Years in College/	None required	None required	None Required	Ballao, Rowel G.	Disaster Response Management Division
2	FONCR-JO-HP2-000352	6 / Php 16,200.00	1st	75%	Average	High School Graduate	None required	None required	None required	Panganiban, Franco D.	Jose Fabella Center
3	FONCR-JO-HP1-000176	4 / Php 14,400.00	1st	75%	Average	High School Graduate	None required	None required	None required	Consul, Rhonalyn M.	Jose Fabella Center

*** Nothing Follows **

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

For First (1st) Level Positions:

Education (E)	20%
Training (T)	15%
Experience (E)	25%
Written Exam	
Initial Qualifying Test	10%
Special/Technical Exam	15%
Competency-Based Interview	10%
IPCR or any related Performance Assessment Review	5%
Total	100%

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.fonc@dswd.gov.ph on or before September 10, 2023 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;
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 Certificates 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 filing 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