

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 Positions

**DATE :** August 26, 2021

DSWD-NCR  
RECORDS MANAGEMENT SECTION

Received by:                       
Date/Time:                     

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		Qualification Standards				Last Incumbent	Place of Assignment
					Required Percentage of Education, Training & Experience	Required IQT Percentile Classification	Education	Training	Experience	Eligibility		
1	Project Development Officer II	FONCR-COS-PDO2-001056	15 / Php 33,575.00	2nd Level	75%	High Average	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	None Required	Newly Created Position Dated March 12, 2019	Disaster Response Management Division
2	Social Welfare Officer I	FONCR-COS-SOCWO1-000071	11 / Php 23,877.00	2nd Level	75%	Average	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Perez, Maiza Kris	RRPTP / IACAT Center
3	Social Welfare Officer II	FONCR-COS-SOCWO2-001058	15 / Php 33,575.00	2nd Level	75%	High Average	Bachelor's Degree in Social Work	4 hours relevant training	1 year relevant experience	RA 1080 (Social Worker)	Muyco, Romeo L.	RRPTP / IACAT Center
4	Social Welfare Officer II	FONCR-COS-SOCWO2-000073	15 / Php 33,575.00	2nd Level	75%	High Average	Bachelor's Degree in Social Work	4 hours relevant training	1 year relevant experience	RA 1080 (Social Worker)	Malgarajo, Grace	RRPTP / IACAT Center
5	Social Welfare Officer II	FONCR-COS-SOCWO2-000063	15 / Php 33,575.00	2nd Level	75%	High Average	Bachelor's Degree in Social Work	4 hours relevant training	1 year relevant experience	RA 1080 (Social Worker)	Lorilla, Mark John S.	Foster Care Section
6	Social Welfare Officer I	FONCR-COS-SOCWO1-000667	11 / Php 23,877.00	2nd Level	75%	Average	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Calopez, Rogil	Jose Fabella Center
7	Nurse I	FONCR-COS-NUR1-210716	15 / Php 33,575.00	2nd Level	75%	High Average	Bachelor's Degree in Nursing	None required	None required	RA 1080 (Nurse)	Newly created position Dated June 28, 2021	Jose Fabella Center
8	Nurse I	FONCR-COS-NUR1-210718	15 / Php 33,575.00	2nd Level	75%	High Average	Bachelor's Degree in Nursing	None required	None required	RA 1080 (Nurse)	Newly created position Dated June 28, 2021	Jose Fabella Center
9	Social Welfare Officer II	FONCR-JO-SOCWO2-000332	15 / Php 33,575.00	2nd Level	75%	High Average	Bachelor's Degree in Social Work	4 hours relevant training	1 year relevant experience	RA 1080 (Social Worker)	Calopez, Rogil	Jose Fabella Center
10	Social Welfare Officer II	FONCR-JO-SOCWO2-000335	15 / Php 33,575.00	2nd Level	75%	High Average	Bachelor's Degree in Social Work	4 hours relevant training	1 year relevant experience	RA 1080 (Social Worker)	Bequilla, Kristina	Jose Fabella Center

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

Applicants should be guided by the following Criteria for Evaluation:

For Second (2nd) Level Positions:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test/Aptitude	10%
Special/Technical Exam	15%
Competency-Based Interview	10%
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.foncr@dswd.gov.ph](mailto:recruitment.foncr@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 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