

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 Post of Service Positions

DATE : August 11, 2021

DSWD-NCR
RECORDS MANAGEMENT SECTION

Received by: MD
Date/Time: 8-13-21

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.	Salary/ Job Pay Grade	Monthly Salary	Position Level	Qualification Standards				Last Incumbent	Place of Assignment
						Education	Training	Experience	Eligibility		
1	Social Welfare Officer I	FONCR-COS-SOCWO1-210100	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
2	Social Welfare Officer I	FONCR-COS-SOCWO1-210101	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
3	Social Welfare Officer I	FONCR-COS-SOCWO1-210102	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
4	Social Welfare Officer I	FONCR-COS-SOCWO1-210103	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
5	Social Welfare Officer I	FONCR-COS-SOCWO1-210104	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
6	Social Welfare Officer I	FONCR-COS-SOCWO1-210105	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
7	Social Welfare Officer I	FONCR-COS-SOCWO1-210106	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
8	Social Welfare Officer I	FONCR-COS-SOCWO1-210107	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
9	Social Welfare Officer I	FONCR-COS-SOCWO1-210108	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
10	Social Welfare Officer I	FONCR-COS-SOCWO1-210109	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
11	Social Welfare Officer I	FONCR-COS-SOCWO1-210110	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
12	Social Welfare Officer I	FONCR-COS-SOCWO1-210111	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center

13	Social Welfare Officer I	FONCR-COS-SOCWO1-210112	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
14	Social Welfare Officer I	FONCR-COS-SOCWO1-210113	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
15	Social Welfare Officer I	FONCR-COS-SOCWO1-210114	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
16	Social Welfare Officer I	FONCR-COS-SOCWO1-210115	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
17	Social Welfare Officer I	FONCR-COS-SOCWO1-210116	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
18	Social Welfare Officer I	FONCR-COS-SOCWO1-210117	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
19	Social Welfare Officer I	FONCR-COS-SOCWO1-210118	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
20	Social Welfare Officer I	FONCR-COS-SOCWO1-210119	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
21	Social Welfare Officer I	FONCR-COS-SOCWO1-210120	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
22	Social Welfare Officer I	FONCR-COS-SOCWO1-210121	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
23	Social Welfare Officer I	FONCR-COS-SOCWO1-210122	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Malasakit Center
24	Social Welfare Officer I	FONCR-COS-SOCWO1-210123	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Philippine General Hospital
25	Social Welfare Officer I	FONCR-COS-SOCWO1-210124	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Philippine General Hospital
26	Social Welfare Officer I	FONCR-COS-SOCWO1-210125	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Philippine General Hospital
27	Social Welfare Officer I	FONCR-COS-SOCWO1-210126	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Philippine General Hospital
28	Social Welfare Officer I	FONCR-COS-SOCWO1-210127	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Philippine General Hospital
29	Social Welfare Officer I	FONCR-COS-SOCWO1-210128	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Philippine General Hospital
30	Administrative Assistant II	FONCR-COS-ADAS2-210096	8	Php 18,251.00	1st	Completion of Two-Years in College	Four (4) hours relevant training	One (1) year relevant experience	Non Required	Newly Created Position Dated December 14, 2020	Crisis Intervention Section - Philippine General Hospital

*** 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	5%
Assessment/Review	

For First (1st) Level Positions

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

Cut Off Score:

Criteria for Shortlisting of Applicants: **Top Five (5) applicants with the total points of 75% and above on education, related training, relevant experience and Aptitude/Initial Qualifying Test**, shall proceed for Technical/Special Exam and Panel Interview.

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.torncr@dswd.gov.ph on or before _____ 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 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

