

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 Job Order and Cost of Service Positions

DATE : August 3, 2021

DSWD-NCR
RECORDS MANAGEMENT SECTION
Received by: 8-10
Date/Time: 8:10

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	Nurse I	FONCR-COS-NUR1-210712	15	Php 33,575.00	2nd	Bachelor's Degree in Nursing	None required	None required	RA 1080 (Nurse)	Newly created position dated June 28, 2021	Marillac Hills
2	Nurse I	FONCR-COS-NUR1-210713	15	Php 33,575.00	2nd	Bachelor's Degree in Nursing	None required	None required	RA 1080 (Nurse)	Newly created position dated June 28, 2021	Marillac Hills
3	Administrative Aide III	FONCR-JO-ADA3-000063	3	Php 13572.00	1st	High School Graduate	None required	None required	None required	Nacion, Michael B.	Human Resource Welfare Section
4	Administrative Aide IV	FONCR-COS-ADA4-000032	4	Php 14,400.00	1st	Completion of Two Years in College	None required	None required	None required	Aniclete, Julie P.	Human Resource Welfare Section
5	Social Welfare Officer II	FONCR-JO-SOCWO2-000303	15	Php 33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	With Approved Request for Creation & Authority to Hire Dated March 4, 2019	Sanctuary Center
6	Nurse I	FONCR-COS-NUR1-210709	15	Php 33,575.00	2nd	Bachelor's Degree in Nursing	None required	None required	RA 1080 (Nurse)	Newly created position dated June 28, 2021	Sanctuary Center
7	Houseparent II	FONCR-JO-HP2-000315	6	Php 16,200.00	1st	High School Graduate	None required	None required	None required	With Approved Request for Creation & Authority to Hire Dated March 4, 2019	Sanctuary Center
8	Nutritionist - Dietitian I	FONCR-COS-ND1-000283	11	Php 23,877.00	2nd	Bachelor's Degree in Nutrition and Dietetics	None required	None required	RA 1080 (Nutritionist Dietitian)	Sanvictores, Niwelgyn - Eligoyo	Supplementary Feeding Program
9	Social Welfare Officer II	FONCR-COS-SOCWO2-000037	15	Php 33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	Rendon, Jean Maritz B.	Standards Section

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 Streets, Sampaloc Manila** or send it to the e-mail recruitment.foncncr@dswd.gov.ph on or before August 23, 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;
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 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

9