

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 9, 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.	Salary/ Job/ Pay Grade/	Monthly Salary	Position Level	Qualification Standards				Last Incumbent	Place of Assignment
						Education	Training	Experience	Eligibility		
1	Information Officer I	FONCR-JO-INF001-000108	11	Php 23,877.00	2nd	Bachelor's Degree	None required	None required	None required	Rojio, John Roby A.	Social Marketing Office
2	Social Welfare Officer II	FONCR-COS-SOCW02-000075	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)	Rabor, Madonna A.	Crisis Intervention Section
3	Social Welfare Officer II	FONCR-COS-SOCW02-000093	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)	Corpus, Amado U., III	Crisis Intervention Section
4	Social Welfare Officer I	FONCR-COS-SOCW01-000090	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Ortega, Jennifer M.	Crisis Intervention Section
5	Social Welfare Officer I	FONCR-COS-SOCW01-000088	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Magno, Joseph M.	Crisis Intervention Section
6	Driver II	FONCR-COS-DRIVER2-000128	4	Php 14,400.00	1st	Elementary Graduate	None required	None required	Licensed Driver (Professional)	Santiago, Larry C.	Crisis Intervention Section
7	Encoder	FONCR-COS-ENCODER-000132	N/A	Php 480.00/day	1st	Completion of Two-Years in College	None required	None required	None required	Chan, Monica D.	Crisis Intervention Section
8	Social Welfare Officer II	FONCR-COS-SOCW02-000086	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)	Petallo, Karen I	Crisis Intervention Section
9	Encoder	FONCR-COS-ENCODER-000131	N/A	Php 480.00/day	1st	Completion of Two-Years in College	None required	None required	None required	Lopez, Luc Martin P.	Crisis Intervention Section

10	Social Welfare Officer I	FONCR-COS-SOCWO1-000194	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Aguila, Chelzea Mae T.	Crisis Intervention Section - Offsite Serbisyo
11	Social Welfare Officer I	FONCR-COS-SOCWO1-000196	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Baute, Asliah M.	Crisis Intervention Section - Offsite Serbisyo
12	Social Welfare Officer I	FONCR-COS-SOCWO1-000197	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Dalogdog, Jasel F.	Crisis Intervention Section - Offsite Serbisyo
13	Social Welfare Officer I	FONCR-COS-SOCWO1-000201	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Mania, Alyssa Kate A.	Crisis Intervention Section - Offsite Serbisyo
14	Social Welfare Officer I	FONCR-COS-SOCWO1-000205	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Opelario, Jhunil F.	Crisis Intervention Section - Offsite Serbisyo
15	Social Welfare Officer I	FONCR-COS-SOCWO1-000207	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Vera Cruz, Krisantia Abigail T.	Crisis Intervention Section - Offsite Serbisyo
16	Social Welfare Officer I	FONCR-COS-SOCWO1-000208	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Vinluan, Rosemarie S.	Crisis Intervention Section - Offsite Serbisyo
17	Social Welfare Officer I	FONCR-COS-SOCWO1-000273	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Yambot, Ma. Cristina Claudia E.	Crisis Intervention Section - Offsite Serbisyo
18	Social Welfare Officer I	FONCR-COS-SOCWO1-000203	11	Php 23,877.00	2nd	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Tapere, Gerallyn D.	Crisis Intervention Section - Offsite Serbisyo
19	Social Welfare Officer II	FONCR-COS-SOCWO2-000166	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)	Accad, Justine Charles M.	Crisis Intervention Section - Offsite Serbisyo
20	Social Welfare Assistant	FONCR-COS-SWASST-000216	8	Php 18,251.00	1st	Completion of Two-Years in College	4 hours of relevant training	1 year of relevant experience	None required	Marcelo, Ivan Jonash M.	Crisis Intervention Section - Offsite Serbisyo
21	Social Welfare Aide	FONCR-COS-SWAIDE-000231	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Nuez, Manuelyn O.	Crisis Intervention Section - Offsite Serbisyo
22	Social Welfare Aide	FONCR-COS-SWAIDE-000232	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	De Luna, Pauline D.	Crisis Intervention Section - Offsite Serbisyo
23	Social Welfare Aide	FONCR-COS-SWAIDE-000238	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Dicen, Vincent M.	Crisis Intervention Section - Offsite Serbisyo
24	Social Welfare Aide	FONCR-COS-SWAIDE-000243	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Lecaros, Ken Aldrich C.	Crisis Intervention Section - Offsite Serbisyo
25	Social Welfare Aide	FONCR-COS-SWAIDE-000245	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Esparcia, Evan Paul P.	Crisis Intervention Section - Offsite Serbisyo
26	Social Welfare Aide	FONCR-COS-SWAIDE-000247	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Ardosa, John Michael Z.	Crisis Intervention Section - Offsite Serbisyo

27	Social Welfare Aide	FONCR-COS-SWAIDE-000249	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Nario, Jayson C.	Crisis Intervention Section - Offsite Serbisyo
28	Social Welfare Aide	FONCR-COS-SWAIDE-000251	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Yango, Vilma G.	Crisis Intervention Section - Offsite Serbisyo
29	Social Welfare Aide	FONCR-COS-SWAIDE-000256	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Jose, Edhessa D.	Crisis Intervention Section - Offsite Serbisyo
30	Social Welfare Aide	FONCR-COS-SWAIDE-000234	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Angulo, Miriam S.	Crisis Intervention Section - Offsite Serbisyo
31	Social Welfare Aide	FONCR-COS-SWAIDE-000248	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Almazar, Edna B.	Crisis Intervention Section - Offsite Serbisyo
32	Administrative Aide IV	FONCR-COS-ADAA-000263	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Hidalgo, Vergel Alexis	Crisis Intervention Section - Offsite Serbisyo
33	Administrative Aide IV	FONCR-COS-ADAA-000266	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Valerio, Mark Jefferson E.	Crisis Intervention Section - Offsite Serbisyo
34	Administrative Aide IV	FONCR-COS-ADAA-000269	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Competente, Christopher John	Crisis Intervention Section - Offsite Serbisyo
35	Administrative Aide IV	FONCR-COS-ADAA-000270	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Calimoso, Gladys Gail J.	Crisis Intervention Section - Offsite Serbisyo
36	Administrative Aide IV	FONCR-COS-ADAA-000271	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Simeon, Ryan Jay F.	Crisis Intervention Section - Offsite Serbisyo
37	Administrative Aide IV	FONCR-COS-ADAA-000265	4	Php 14,400.00	1st	Completion of Two-Years in College	None required	None required	None required	Espanola, Rafael Gerald	Crisis Intervention Section - Offsite Serbisyo
38	Encoder	FONCR-COS-ENCODER-000130	N/A	Php 480.00/day	1st	Completion of Two-Years in College	None required	None required	None required	Idea, Herzian Carrel	Crisis Intervention Section - Offsite Serbisyo
39	Project Evaluation Officer III	FONCR-COS-PEOIII-000055	18	Php 43,681.00	2nd	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	New Position With Approved Authority to Hire Dated January 20, 2015	Policy Development & Planning Section

*** 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%
Total	100%

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 Assessment/Review	5%
Total	100%

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, Sanpalooc Manila or send it to the e-mail recruitment.foncr@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 Employer (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


