

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 Permanent and Contractual Positions

DATE : May 4, 2021

DSWD-NCR  
 RECORDS MANAGEMENT SECTION

Received by: AB 25 KR  
 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.	Salary/ Job/ Pay Grade/	Monthly Salary	Position Level	Qualification Standards				Last Incumbent	Place of Assignment
						Education	Training	Experience	Eligibility		
1	Administrative Aide IV (Clerk II)	OSEC-DSWDB-ABDA4- 652-2004	4	14,400.00	1st	Completion of two years studies in College	None Required	None Required	Career Service Sub- Professional / First Level Eligibility	Azogue, Martelle E.	Personnel Administration Section
2	Manpower Development Officer I	OSEC-DSWDB-MDO1- 136-2004	11	23,877.00	2nd	Bachelor's Degree	None Required	None Required	Career Service Professional / Second Level Eligibility	Sacedor, Emmieilyn Joy J.	Rehabilitation Sheltered Workshop
3	Psychologist I	OSEC-DSWDB-PSY1-98 2004	11	23,877.00	2nd	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Turingan, Estrelita B.	Protective Services Division
4	Psychologist I	OSEC-DSWDB-PSY1- 102-2004	11	23,877.00	2nd	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Tolentino, Sheharazad R.	Marillac Hills
5	Psychologist I	OSEC-DSWDB-PSY1- 101-2004	11	23,877.00	2nd	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Roxas, Charitze Anne G.	Human Resource Planning and Performance Management Section
6	Psychologist I	OSEC-DSWDB-PSY1- 100-2004	11	23,877.00	2nd	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Arcaya, Donna Marie N.	Haven for Women
7	Psychologist I	OSEC-DSWDB-PSY1- 103-2004	11	23,877.00	2nd	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Medel, Jericho D.	Elsie Gaches Village
8	Psychologist I	OSEC-DSWDB-PSY1- 107-2004	11	23,877.00	2nd	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Flores, Jasmin B.	National Vocational Rehabilitation Center

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9	Psychologist I	OSEC-DSWDB-PSY1-106-2004	11	23,877.00	2nd	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Elic, Jobegail V.	Haven for Children	
10	Legal Assistant II	OSEC-DSWDB-LEA2-25-2021	12	26,052.00	2nd	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	Career Service Professional / Second Level Eligibility	Newly Created CY 2021	Office of the Regional Director	
11	Attorney III	OSEC-DSWDB-ATTY3-2-2021	21	60,901.00	2nd	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Bar)	Newly Created CY 2021	Office of the Regional Director	
12	Social Welfare Officer IV	OSEC-DSWDB-SOCWO4-211-2004	22	68,415.00	2nd	Bachelor's Degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 (Social Worker)	Mahinay, Maria Liza F.	Social Welfare Specialist Group	
13	Houseparent II	OSEC-DSWDB-HP2-249-2004	6	16,200.00	1st	High School Graduate	None Required	None Required	None Required	Millatez, Corazon P.	Marillac Hills	
14	Project Development Officer III	FONCR-CONTRACTUAL-PDO3-000251	18	43,681.00	2nd	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None Required	Newly Created CY 2021	Sustainable Livelihood Program	
15	Project Development Officer II	FONCR-CONTRACTUAL-PDO2-000042	15	33,575.00	2nd	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None Required	Salcedo, Christian A.	Sustainable Livelihood Program	
16	Project Development Officer II	FONCR-CONTRACTUAL-PDO2-000049	15	33,575.00	2nd	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None Required	Gaspar, Romeo N.	Sustainable Livelihood Program	
17	Psychologist III	FONCR-CONTRACTUAL-PSY3-000187	18	43,681.00	2nd	Master's Degree in Psychology	16 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment, and psychological	2 years of relevant experience involving the delivery of psychological services	RA 10029 (Psychologist)	Newly Created CY 2019	National Vocational Rehabilitation Center	
18	Psychologist I	FONCR-CASUAL-PSY1-000003	11	23,877.00	2nd	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Arevalo, Faith Francesa L.	Sanctuary Center	
19	Social Welfare Officer II	FONCR-CONTRACTUAL-SOCWO2-000198	15	33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	De Vera, Ramil S.	GRACES	

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20	Social Welfare Officer I	FONCR-CONTRACTUAL-SOCW01-000148	11	23,877.00	2nd	Bachelor's Degree in Social Work	None Required	None Required	None Required	RA 1080 (Social Worker)	Newly Created	Jose Fabella Center
21	Nurse I	FONCR-CONTRACTUAL-NUR1-000002	15	33,575.00	2nd	Bachelor's Degree in Nursing	None Required	None Required	None Required	RA 1080 (Nurse)	Solon, Anna Lorena C.	Reception and Study Center for Children

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>

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%
<b>Total</b>	<b>100%</b>

**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.fonc@dswd.gov.ph](mailto:recruitment.fonc@dswd.gov.ph) on or before **JUN 09 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 you are 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 clearance (latest employer, if applicable)

**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