

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, Contractual and Casual Positions

DATE : July 16, 2021

DSWB-NCR
RECORDS MANAGEMENT SECTION
Received by: Jul 23 2021
Date/Time: 10:23 AM

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	Psychologist I	OSEC-DSWDB-PSY1-98-2004	11	23,877.00	2nd	Masters Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Tunggan, Estrella B.	Protective Services Division
2	Psychologist I	OSEC-DSWDB-PSY1-102-2004	11	23,877.00	2nd	Masters Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Tolentino, Shehatazad R.	Marillac Hills
3	Psychologist I	OSEC-DSWDB-PSY1-101-2004	11	23,877.00	2nd	Masters Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Roxas, Charrizze Anne G.	Human Resource Planning and Performance Management Section
4	Psychologist I	OSEC-DSWDB-PSY1-100-2004	11	23,877.00	2nd	Masters Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Arcaza, Donna Marie N.	Haven for Women
5	Psychologist I	OSEC-DSWDB-PSY1-103-2004	11	23,877.00	2nd	Masters Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Medel, Jericho D.	Elsie Gaches Village
6	Psychologist I	OSEC-DSWDB-PSY1-107-2004	11	23,877.00	2nd	Masters Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Flores, Jasmin B.	National Vocational Rehabilitation Center
7	Psychologist I	OSEC-DSWDB-PSY1-106-2004	11	23,877.00	2nd	Masters Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)	Elio, Jobgail V.	Haven for Children
8	Psychologist III	FONCR-CONTRACTUAL-PSY3-000187	18	43,681.00	2nd	Masters Degree in Psychology	16 hours of training on the delivery of psychological services which include psychological interventions, assessment, and psychological programs	2 years of relevant experience involving the delivery of psychological services	RA 10029 (Psychologist)	Newly Created CY 2019	National Vocational Rehabilitation Center

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		
9	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 Francosa L.	Sanctuary Center
10	Administrative Officer I	OSEC-DSWDB-ADO1-15-2015	10	21,205.00	2nd	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	Delos Reyes, Jessebelle E.	Cash Section
11	Training Specialist III	OSEC-DSWDB-TRNSP3-88-2004	18	43,681.00	2nd	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	Pecson, Trisha Mae F.	Capacity Building Section
12	Social Welfare Officer III	OSEC-DSWDB-SOCWC3-255-2004	18	43,681.00	2nd	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)	Gabriel, Vivian A.	Haven for Women
13	Social Welfare Officer II	OSEC-DSWDB-SOCWC2-378-2004	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)	Bayrante, Ruperta P.	Marillac Hills
14	Social Welfare Officer II	OSEC-DSWDB-SOCWC2-341-2004	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)	Pentaflosa, Jessamine E.	Standards Section
15	Project Development Officer II	FONCR-CONTRACTUAL-PDO2-000047	15	33,575.00	2nd	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None Required	Ballenas, Albe D.	Sustainable Livelihood Program
16	Project Development Officer II	FONCR-CONTRACTUAL-PDO2-000050	15	33,575.00	2nd	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None Required	Gonzales, Rita D.	Sustainable Livelihood Program
17	Houseparent II	FONCR-CONTRACTUAL-HP2-000222	6	16,200.00	1st	High School Graduate	None Required	None Required	None Required	Regala, Roselle C	GRACES
18	Houseparent II	FONCR-CONTRACTUAL-HP2-000213	6	16,200.00	1st	High School Graduate	None Required	None Required	None Required	Cueto, Ma. Levi C	GRACES
19	Houseparent I	FONCR-CONTRACTUAL-HP1-000140	4	14,400.00	1st	High School Graduate	None Required	None Required	None Required	Ladrillo, Mike C.	Haven for Children

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		
20	Houseparent I	FONCR-CONTRACTUAL- HP1-000144	4	14,400.00	1st	High School Graduate	None Required	None Required	None Required	Obatay, Eliza B. Haven for Children

*** 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	
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	5%
Assessment/Review	
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, Sampaloc Manila or send it to the e-mail recruitment.foncr@dswd.gov.ph on or before **AUG 06 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.osc.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