

Republic of the Philippines
**DEPARTMENT OF SOCIAL WELFARE AND
 DEVELOPMENT**
 National Capital Region

TO : ALL OFFICIALS, EMPLOYEES AND NEXT-IN-RANK
DSWD – NCR
FROM : The REGIONAL DIRECTOR
DSWD – NCR
SUBJECT : Publication of Vacant Positions
DATE : May 10, 2021

We wish to inform you that the **DSWD-National Capital Region** is inviting applicants for the following vacant positions with details as follows:

| Position Title (Parenthetical Title, if applicable) | Plantilla/Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Last Incumbent | Place of Assignment |
|--|-----------------------|---------------------------------|-------------------|---------------------------------------|----------------------------------|-------------------------------------|---------------|-----------------------|---|
| | | | | Education | Training | Experience | Eligibility | | |
| 1. Administrative Aide IV | FONCR-JO-ADA4-000060 | 4 | Php 14,400 | Completion of Two-Years in College | None required | None required | None required | Mara, Elpidio | COA based DSWD |
| 2. Administrative Aide IV | FONCR-JO-ADA4-000059 | 4 | Php 14,400 | Completion of Two-Years in College | None required | None required | None required | Pardo, Mark Anthony | COA based DSWD |
| 3. Administrative Officer II | FONCR-JO-ADOF2-000069 | 11 | Php 23,877 | Bachelor's Degree relevant to the job | None required | None required | None required | Lanceta, Joseph Carlo | General Services Section |
| 4. Administrative Assistant II | FONCR-JO-ADAS2-000084 | 9 | Php 18,251 | Completion of Two-Years in College | Four (4) hours relevant training | One (1) year of relevant experience | None required | Cometa, Charlemagne | Property Assets and Supply Management Section |

| | | | | | | | | | | |
|-----|------------------------------|------------------------|----|------------|---|-------------------------------------|--|----------------------------------|------------------------|-----------------------------------|
| 5. | Occupational Therapist III | FONCR-COS-OT3-000571 | 18 | Php 43,681 | Bachelor's Degree in Occupational Therapy | Eight (8) hours relevant training | Two (2) years relevant experience | RA 1080 (Occupational Therapist) | Newly Created Position | Eisie Gaches Village |
| 6. | Administrative Officer II | FONCR-JO-ADOF2-000042 | 11 | Php 23,877 | Bachelor's Degree relevant to the job | None required | None required | None required | Newly Created Position | Eisie Gaches Village |
| 7. | Administrative Officer II | FONCR-JO-ADOF2-000044 | 11 | Php 23,877 | Bachelor's Degree relevant to the job | None required | None required | None required | Newly Created Position | Eisie Gaches Village |
| 8. | Administrative Assistant III | FONCR-JO-ADAS3-000459 | 9 | Php 19,593 | Completion of Two-Years in College | Four (4) hours relevant training | One (1) year of relevant experience | None required | Pascua, Glenn | Rehabilitation Sheltered Workshop |
| 9. | Administrative Aide IV | FONCR-JO-ADA4-000113 | 4 | Php 14,400 | Completion of Two-Years in College | None Required | None required | None required | Macaburas, April | Rehabilitation Sheltered Workshop |
| 10. | Social Welfare Officer II | FONCR-JO-SOCWO2-000458 | 15 | Php 33,575 | Bachelor's Degree in Social Work | Four (4) hours of relevant training | One (1) year of relevant work experience | RA 1080 (Social Worker) | Bungar, Hanna | Rehabilitation Sheltered Workshop |
| 11. | Nurse I | FONCR-COS-NUR1-000579 | 11 | Php 23,877 | Bachelor's Degree in Nursing | None required | None required | RA 1080 (Nurse) | Beltan, Cashmyre P. | Haven for Children |
| 12. | Administrative Aide I | FONCR-JO-ADA1-000149 | 1 | Php 12,034 | Elementary Graduate | None required | None required | None required | Alim, Ronaldo | Haven for Children |

| | | | | | | | | | | |
|-----|---------------------------------|------------------------------|----|------------|---------------------------------------|-----------------------------------|--------------------------------------|---------------------|--|---------------------------------|
| 13. | Administrative Aide VI | FONCR-JO-ADA6-000456 | 6 | Php 16,200 | Completion of Two-Years in College | Four (4) hours relevant training | One (1) year of relevant experience | None required | With Approved Authority to Hire Dated September 5, 2019 | Haven for Children |
| 14. | Social Welfare Officer III | FONCR-COS-SOCW03-000061 | 18 | Php 43,681 | Bachelor's Degree in Social Work | Eight (8) hours relevant training | Two (2) years of relevant experience | RA 1080 Social Work | Basa, Haira Jemina | Foster Care Section |
| 15. | Administrative Aide VI | FONCR-JO-ADA6-000358 | 6 | Php 16,200 | Completion of Two-Years in College | Four (4) hours relevant training | One (1) year of relevant experience | None required | Corilla, Carrie | Marillac Hills |
| 16. | Utility I | FONCR-JO-UTILITY/MECH-000075 | 4 | Php 14,400 | Must be able to read and write | None required | None required | None required | Razon, Edgardo | General Services Section |
| 17. | Project Development Officer III | FONCR-COS-PDO3-001187 | 18 | Php 43,681 | Bachelor's Degree relevant to the job | Eight (8) hours relevant training | Two (2) years of relevant experience | None required | Newly Created Position with Authority to Hire Dated March 16, 2021 | Sustainable Livelihood Program |
| 18. | Administrative Aide III | FONCR-COS-ADA3-000567 | 3 | Php 13,572 | Elementary Graduate | None required | None required | None required | Alcala, Rico | Eisie Gaches Village |
| 19. | Nurse I | FONCR-COS-NUR1-000526 | 11 | Php 23,877 | Bachelor's Degree in Nursing | None required | None required | RA 1080 (Nurse) | Cacalda, Melanie F. | Eisie Gaches Village |
| 20. | Nurse I | FONCR-JO-NUR1-000040 | 11 | Php 23,877 | Bachelor's Degree in Nursing | None required | None required | RA 1080 (Nurse) | Akol, Catherine Rose | Eisie Gaches Village |
| 22. | Executive Assistant III | FONCR-COS-EXECAS3-000001 | 20 | Php 54,251 | Bachelor's Degree | Eight (8) hours relevant training | Two (2) years of relevant experience | None required | Fallarcuna, Elaine | Office of the Regional Director |

| | | | | | | | | | | | | |
|-----|----------------------------|-------------------------|----|-------------|---------------------------------------|-------------------------------------|--|---------------|-------------------------|--------------------|--------------------------------------|--------------------------------|
| 23. | Administrative Assistant I | FONCR-JO-ADAS1-000067 | 7 | Php 17, 179 | Completion of Two-Years in College | None required | None required | None required | None required | None required | Lozano, Ralph Rodney | Human Resource Welfare Section |
| 24. | Financial Analyst II | FONCR-COS-FA2-000007 | 15 | Php 33,575 | Bachelor's Degree relevant to the job | Four (4) hours relevant training | One (1) year of relevant experience | None required | None required | None required | Delicana, Geraldine | Regional Center Coordinator |
| 25. | Psychologist I | FONCR-COS-PSY1-000709 | 11 | Php 23,877 | Master's Degree in Psychology | None required | None required | None required | RA 10029 (Psychologist) | Ganan, Diane M. | INA Healing Center | |
| 26. | Social Welfare Officer II | FONCR-COS-SOCWO2-001184 | 15 | Php 33,575 | Bachelor's Degree in Social Work | Four (4) hours of relevant training | One (1) year of relevant work experience | None required | RA 1080 (Social Worker) | Rodriguez, Elma L. | Adoption Referral & Resource Section | |


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 email recruitment.dswdncr@gmail.com on or before MAY 24 2021 with the following attachments:

1. Application letter addressed to the Regional Director (Signifying the Position, Status of Employment, and Place of Assignment you 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. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/ Board of Rating and PRC License;
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificate of learning and development interventions/training; and
7. Photocopy of Certificate/s of previous and present Employment (if applicable); and

- 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. Application sent through email must be sent in a single file in a "Portable Document Format" or PDF File.

APPLICATIONS SUBMITTED BEYOND THE DEADLINE AND WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED AND ARE CONSIDERED DISQUALIFIED


VICENTE GREGORIO B. TOMAS


RAUL M. LEM / RMD / CAV