

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

TO : ALL OFFICIALS AND EMPLOYEES
ALL INTERESTED APPLICANTS
DSWD - NCR

FROM : The REGIONAL DIRECTOR
DSWD - NCR

SUBJECT : Publication of Vacant Contractual and Cost of Service (COS) Positions

DATE : May 20, 2021

We wish to inform you that the DSWD-National Capital Region is inviting applicants for vacant positions of Pantawid Pamilyang Pilipino Program 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	Status of Employment
						Education	Training	Experience	Eligibility		
1	Social Welfare Officer IV	FONCR-PCON-SWOIV-000003	22	69,415.00	2nd	Bachelor's Degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 Social Work	Verenasse B. Silva	Contractual
2	Social Welfare Officer III	FONCR-PCON-SWOIII-000007	18	43,681.00	2nd	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 Social Work	Cleo Angelo D. Guevarra	Contractual
3	Social Welfare Officer III	FONCR-PCON-SWOIII-000008	18	43,681.00	2nd	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 Social Work	Febian C. Rufin	Contractual
4	Social Welfare Officer III	FONCR-PCON-SWOIII-000005	18	43,681.00	2nd	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 Social Work	Trixia Mae T. Ombrog	Contractual
5	Project Development Officer II	FONCR-PCON-PDOII-000600	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Marisol T. Arroza-Adam	Contractual
6	Project Development Officer II	FONCR-PCON-PDOII-000554	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Jennifer C. Casasas	Contractual
7	Project Development Officer II	FONCR-PCON-PDOII-000154	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Gemma B. Bontlie	Contractual

8	Project Development Officer II	FONCR-PCON-PDOII-000181	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Erica Faye E. Docog	Contractual
9	Project Development Officer II	FONCR-PCON-PDOII-000523	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Rosalid Jay R. Catbagan	Contractual
10	Project Development Officer II	FONCR-PCON-PDOII-000105	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Antonio C. Libudan	Contractual
11	Project Development Officer II	FONCR-PCON-PDOII-000452	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Marianne F. Francisco	Contractual
12	Project Development Officer II	FONCR-PCON-PDOII-000402	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Pablo S. Del Pilar III	Contractual
13	Project Development Officer II	FONCR-PCON-PDOII-000568	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Joanna Marian T. Piang	Contractual
14	Project Development Officer II	FONCR-PCON-PDOII-000445	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Ma. Clarisse Aubrey L. De Guzman	Contractual
15	Project Development Officer II	FONCR-PCON-PDOII-000155	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Mary Rose Pillar T. Elio	Contractual
16	Project Development Officer II	FONCR-PCON-PDOII-000574	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Jingkie B. Ongan	Contractual
17	Project Development Officer II	FONCR-PCON-PDOII-000524	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Michael C. Magno	Contractual
18	Project Development Officer II	FONCR-PCON-PDOII-000008	15	33,575.00	2nd	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None required	Kim Dale T. Magno	Contractual
20	Project Development Officer II	FONCR-PCON-PDOII-000618	15	33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 Social Work	Jeremiah C. Nisperos	Contractual
21	Project Development Officer II	FONCR-PCON-PDOII-000570	15	33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 Social Work	Sonia B. Jimenez	Contractual
22	Project Development Officer II	FONCR-PCON-PDOII-000628	15	33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 Social Work	Jonathan R. Gerani	Contractual

23	Project Development Officer II	FONCR-PCON-PD011-000622	15	33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 Social Work	Alyssa Vivien T. Guevarra	Contractual
24	Project Development Officer II	FONCR-PCON-PD011-000428	15	33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 Social Work	Rhica Jaime P. Datu	Contractual
25	Administrative Assistant III	FONCR-PCON-ADASIII-000386	9	19,593.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Cristina D. Espina	Contractual
26	Administrative Assistant III	FONCR-PCON-ADASIII-000396	9	19,593.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Velvet G. Cezar	Contractual
27	Administrative Assistant III	FONCR-PCON-ADASIII-000367	9	19,593.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Karla Angela M. Franes	Contractual
28	Administrative Assistant II	FONCR-PCON-ADAS2-000642	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Delia C. De Guzman	Contractual
29	Social Welfare Assistant	FONCR-CON-SWAS-000338	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Edmar S. De Leon	Contractual
30	Social Welfare Assistant	FONCR-CON-SWAS-000324	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Ma. Gethleen E. Medez	Contractual
31	Social Welfare Assistant	FONCR-CON-SWAS-000322	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Julie Ann A. Yngcong	Contractual
32	Social Welfare Assistant	FONCR-PCON-SWAST-000699	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Mary Jane N. Mangui	Contractual
33	Social Welfare Assistant	FONCR-PCON-SWAST-000704	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Mary Jane S. Castillo	Contractual
34	Social Welfare Assistant	FONCR-PCON-PD011-000606	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Karllen O. Suarez	Contractual

35	Social Welfare Assistant	FONCR-PCON-SWAST-000000	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Nestly Jo G. Escobar	Contractual
36	Social Welfare Assistant	FONCR-PCON-SWAST-000700	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Camille R. Nuez	Contractual
37	Social Welfare Assistant	FONCR-PCOS-SWAST-000715	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Germilyn O. Oaguera	Contractual
38	Social Welfare Assistant	FONCR-PCON-SWAST-000326	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Lydia G. Samonte	Contractual
39	Social Welfare Assistant	FONCR-PCON-SWAST-000752	8	18,251.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Cecille S. Cambi	Contractual
40	Administrative Aide IV (Driver)	FONCR-PCON-ADAIV-000019	4	14,400.00	1st	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	None required	Dennis E. Cerezo	Contractual
41	Social Welfare Officer IV	-	22	68,415.00	2nd	Bachelor's Degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 Social Work	Newly created	Cost of Service
42	Project Development Officer III	FONCR-PCOS-PDOIII-000249	18	43,681.00	2nd	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 Social Work	Regine Elyzza G. Genacio	Cost of Service
43	Social Welfare Officer II	FONCR-PCOS-SWOII-000002	15	33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 Social Work	Judith Claire T. Villena	Cost of Service
44	Social Welfare Officer II	FONCR-PCOS-PDOII-000771	15	33,575.00	2nd	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 Social Work	Dominique Louise M. Duga	Cost of Service
45	Community Development Assistant	-	8	18,593.00	1st	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	None required	Fernando G. Fulo	Cost of Service
46	Community Development Assistant	-	6	18,593.00	1st	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	None required	Claire Ann M. Bernas	Cost of Service

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.honcr@dswd.gov.ph on or before **JUN 11 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're 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 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 filling of application.
3. Application sent through email must be sent in a single file in a "Portable Document Format" or PDF File.
4. 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

[Signature]
NCR Director