

DRN:

**MEMORANDUM**

**FOR** : **Mr. KIM DALE P. MAGNO**  
Information Officer II  
Social Marketing Office

**FROM** : **The ADMINISTRATIVE OFFICER V / HEAD**  
Human Resource Planning and Performance Management Section

**SUBJECT** : **Sharing of Publication of Vacancies on DSWD-NCR Social Media Sites**

**DATE** : **October 21, 2021**

This has reference to Publication of Vacancies of FONCR dated October 27, 2021.

Relative to this may we respectfully request for posting of said publication in our official website and facebook page. We already sent the soft copy of the said document on your e-mail on October 27, 2021

**Pantawid Pamilyang Pilipino Program Vacancies**

<b>Contractual Position</b>	<b>Number of Vacancies</b>
Project Development Officer V	1
Project Development Officer III (Family Development Session Focal)	1
Administrative Assistant II	1
Project Development Officer II (City Link)	24
Project Development Officer II (Regional Beneficiary Data Management Officer)	1
Project Development Officer II (Deputy Gender and Development Officer)	1
Social Welfare Assistant	3
Project Development Officer II (Child Psychologist)	1

<b>Contract of Service Position</b>	<b>Number of Vacancies</b>
Project Development Officer III	1
Project Development Officer III (Case Management Focal Person)	1
Social Welfare Officer II	2
Administrative Assistant III (Community Development Assistant)	1
Administrative Aide IV (Encoder)	1

**FO-NCR Vacancies**

<b>Job Order Position</b>	<b>Number of Vacancies</b>
Administrative Aide IV	1

**C/CRCF Vacancies**

Contract of Service Position	Number of Vacancies
Nurse I	1

Please see the attached copy of approved publication for your reference and guidance.

Furthermore, may we also request to indicate the following link for reference of the applicants in applying for a job in DSWD-NCR

- Recruitment Hub – [bit.ly/FONCRrecruitmenthub](http://bit.ly/FONCRrecruitmenthub)
- Recruitment Hub Form - [bit.ly/DSWDNCRApplicationform](http://bit.ly/DSWDNCRApplicationform)

Should you have queries on this matter you may coordinate with **Mr. Genesis T. Magante** of Human Resource Planning and Performance Section at number 8-733-0010 loc. 212.

For your reference.

  
**RIA O. MERCADO**

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**NOTICE OF VACANCY**

Position : (1) PROJECT DEVELOPMENT OFFICER V  
Item Number : FONCR-PCON-PDOV-000001  
Salary Grade : SG 24 / Php 86,742.00  
Vice : JOEL D. CAM  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : Master's Degree  
Training : 40 hours of supervisory/ management learning and development intervention  
Experience : 4 years of supervisory/ management experience  
Eligibility : CS Professional/ Second Level Eligibility (Optional)

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Applicants should be guided by the following **Criteria for Evaluation**:

<u>E</u> ducation (E)	25%
<u>T</u> raining (T)	10%
<u>E</u> xperience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**      Obtained **75%** of the maximum total score on ETE and only those who obtained a **high average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

**Second Shortlisting**      Top 5 ranking candidates but overall rating should not be less than 80%.

**NOTICE OF VACANCY**

Position : (1) PROJECT DEVELOPMENT OFFICER III (FAMILY DEVELOPMENT SESSION FOCAL)  
Item Number : FONCR-PCON-PDOIII-000007  
Salary Grade : SG 18 / Php 43,681.00  
Vice : KEREN T. JEMINA  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : Bachelor's degree relevant to the job  
Training : 8 hours of relevant training  
Experience : 2 years of relevant experience  
Eligibility : CS Professional/ Second Level Eligibility (Optional)

Applicants should be guided by the following **Criteria for Evaluation**:

<u>E</u> ducation (E)	25%
<u>T</u> rainning (T)	10%
<u>E</u> xperience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**

Obtained **75%** of the maximum total score on ETE and only those who obtained a **high average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

**Second Shortlisting**

Top 5 ranking candidates but overall rating should not be less than 80%.



## NOTICE OF VACANCY

Position : (1) ADMINISTRATIVE ASSISTANT II  
 Item Number : FONCR-PCON-ADAS2-000643  
 Salary Grade : SG 8 / Php 18,251.00  
 Vice : NEWLY-CREATED  
 Status : CONTRACTUAL  
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College  
 Training : 4 hours of relevant training  
 Experience : 1 year of relevant experience  
 Eligibility : CS Professional/ First Level Eligibility (Optional)

Applicants should be guided by the following **Criteria for Evaluation**:

<u>E</u> ducation (E)	25%
<u>T</u> rainning (T)	10%
<u>E</u> xperience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

Obtained **75%** of the maximum total score on ETE and only those who obtained an **average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

#### Second Shortlisting

Top 5 ranking candidates but overall rating should not be less than 80%.

## NOTICE OF VACANCY

Position : (24) PROJECT DEVELOPMENT OFFICER II (CITY LINK)  
 Item Number : FONCR-PCON-PDOII-000179  
 FONCR-PCON-PDOII-000213  
 FONCR-PCON-PDOII-000105  
 FONCR-PCON-PDOII-000453  
 FONCR-PCON-PDOII-000179  
 FONCR-PCON-PDOII-000428  
 NEWLY-CREATED C.Y. 2021  
 Salary Grade : SG 15 / Php 33,575.00  
 Vice : SITTIE HAFSAF S. DIMAOCOM / MARK ANTHONY E. LOPEZ /  
 ANTONIO C. LIBUTAN / JASON BO S. LOPEZ / SITTIE HAFHAF S.  
 DIMAOCOM / RHICA JAIME P. DATU  
 Status : CONTRACTUAL  
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job  
 Training : 4 hours of relevant training  
 Experience : 1 year of relevant experience  
 Eligibility : CS Professional/ Second Level Eligibility (Optional)

Applicants should be guided by the following Criteria for Evaluation:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

Obtained **75%** of the maximum total score on ETE and only those who obtained a **high average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

**Second Shortlisting** Top 5 ranking candidates but overall rating should not be less than 80%.

## NOTICE OF VACANCY

Position : (1) PROJECT DEVELOPMENT OFFICER II (REGIONAL BENEFICIARY DATA MANAGEMENT OFFICER)  
Item Number : FONCR-PCON-PDOII-000478  
Salary Grade : SG 15 / Php 33,575.00  
Vice : JON JOVI E. SALINDONG  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : CS Professional/ Second Level Eligibility (Optional)

Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

Obtained **75%** of the maximum total score on ETE and only those who obtained a **high average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

#### Second Shortlisting

Top 5 ranking candidates but overall rating should not be less than 80%.



## **NOTICE OF VACANCY**

Position : (1) PROJECT DEVELOPMENT OFFICER II (DEPUTY GENDER AND DEVELOPMENT OFFICER)  
Item Number : FONCR-PCON-PDOII-000023  
Salary Grade : SG 15 / Php 33,575.00  
Vice : NEWLY-CREATED  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

### **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : Bachelor's degree relevant to the job  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : CS Professional/ Second Level Eligibility (Optional)

Applicants should be guided by the following **Criteria for Evaluation**:

<u>E</u> ducation (E)	25%
<u>T</u> rainning (T)	10%
<u>E</u> xperience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**      Obtained **75%** of the maximum total score on ETE and only those who obtained a **high average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

**Second Shortlisting**      Top 5 ranking candidates but overall rating should not be less than 80%.

**NOTICE OF VACANCY**

Position : (3) SOCIAL WELFARE ASSISTANT  
Item Number : NEWLY-CREATED  
Salary Grade : SG 8 / Php 18,251.00  
Vice : N/A  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : Completion of Two-Years Studies in College  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : CS Professional/ First Level Eligibility (Optional)

Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**

Obtained **75%** of the maximum total score on ETE and only those who obtained an **average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

**Second Shortlisting**

Top 5 ranking candidates but overall rating should not be less than 80%.



**NOTICE OF VACANCY**

Position : (1) PROJECT DEVELOPMENT OFFICER II  
(CHILD PSYCHOLOGIST)  
Item Number : FONCR-PCON-PDOII-000402  
Salary Grade : SG 15 / Php 33,575.00  
Vice : PABLO S. DEL PILLAR III  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : Bachelor's degree relevant to the job  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : CS Professional/ Second Level Eligibility (Optional)

Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**      Obtained **75%** of the maximum total score on ETE and only those who obtained a **high average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

**Second Shortlisting**      Top 5 ranking candidates but overall rating should not be less than 80%.

Interested and qualified applicants who meet the above minimum qualification standard (CSC - Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before **NOV 10 2021** not later than 5:00 PM:

1. Application letter addressed to **Regional Director VICENTE GREGORIO B. TOMAS** (Signifying the Position, Status of Employment, and Place of Assignment you are applying for) 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);
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
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
8. Photocopy of Certificate/s of previous and present Employment (if applicable);
9. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
10. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

*The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.*

**NOTES:**

1. Present original or authenticated copies of the above documentary requirements for verification during filling of application.
2. 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.
3. Application sent through to [recruitment.foncr@dswd.gov.ph](mailto:recruitment.foncr@dswd.gov.ph), must be sent in a **single** "Portable Document Format" or PDF File.

Subject shall be: **APPLICATION FOR (POSITION/ASSIGNMENT) - (FULLNAME)**

4. Submission of applications beyond the deadline and with incomplete attachments will not be accepted and entertained.

  
**VICENTE GREGORIO B. TOMAS**



**NOTICE OF VACANCY**

Position : (1) PROJECT DEVELOPMENT OFFICER III  
Item Number : FONCR-PCOS-PDOIII-000604  
Salary Grade : SG 18 / Php 43,681.00  
Vice : RELET S. ATACADOR  
Status : CONTRACT OF SERVICE (COS)  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : Bachelor's degree relevant to the job  
Training : 8 hours of relevant training  
Experience : 2 years of relevant experience  
Eligibility : CS Professional/ Second Level Eligibility (Optional)

Applicants should be guided by the following Criteria for Evaluation:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

**Initial Shortlisting**

Obtained **75%** of the maximum total score on ETE and only those who obtained a **high average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

**Second Shortlisting**

Top 5 ranking candidates but overall rating should not be less than 80%.

**NOTICE OF VACANCY**

Position : (1) PROJECT DEVELOPMENT OFFICER III (CASE  
MANAGEMENT FOCAL PERSON)  
Item Number : FONCR-PCOS-PDOIII-000603  
Salary Grade : SG 18 / Php 43,681.00  
Vice : REGINE ELYZZA G. RENATO  
Status : CONTRACT OF SERVICE (COS)  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : Bachelor's degree In Social Work  
Training : 8 hours of relevant training  
Experience : 2 years of relevant experience  
Eligibility : RA 1080 (Social Worker)

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Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

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**Initial Shortlisting**      Obtained **75%** of the maximum total score on ETE and only those who obtained a **high average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

**Second Shortlisting**      Top 5 ranking candidates but overall rating should not be less than 80%.

## NOTICE OF VACANCY

Position : (2) SOCIAL WELFARE OFFICER II  
Item Number : FONCR-PCOS-PDOII-000002  
FONCR-PCOS-PDOII-000003  
Salary Grade : SG 15 / Php 33,575.00  
Vice : DOMINIQUE LOUISE M. DUGA / JUDITH CLAIRE T. VILLENA  
Status : CONTRACT OF SERVICE (COS)  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree in Social Work  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : RA 1080 (Social Worker)

Applicants should be guided by the following **Criteria for Evaluation**:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

Obtained **75%** of the maximum total score on ETE and only those who obtained a **high average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

#### Second Shortlisting

Top 5 ranking candidates but overall rating should not be less than 80%.



## NOTICE OF VACANCY

Position : (1) ADMINISTRATIVE ASSISTANT III  
(COMMUNITY DEVELOPMENT ASSISTANT)  
Item Number : N/A  
Salary Grade : SG 9 / Php 19,593.00  
Vice : FERNANDO G. FULO  
Status : CONTRACT OF SERVICE (COS)  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College  
Training : 4 hours of relevant training  
Experience : 1 year of relevant experience  
Eligibility : CS Professional/ First Level Eligibility (Optional)

Applicants should be guided by the following Criteria for Evaluation:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

Obtained **75%** of the maximum total score on ETE and only those who obtained an **average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

#### Second Shortlisting

Top 5 ranking candidates but overall rating should not be less than 80%.

## NOTICE OF VACANCY

Position : (1) ADMINISTRATIVE AIDE IV (ENCODER)  
Item Number : FONCR-PCOS-ADAIV-000029  
Salary Grade : SG 4 / Php 14,400.00  
Vice : CATHERINE ROSARIO  
Status : CONTRACT OF SERVICE (COS)  
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College  
Training : None Required  
Experience : None Required  
Eligibility : CS Professional/ First Level Eligibility (Optional)

Applicants should be guided by the following Criteria for Evaluation:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

Obtained 75% of the maximum total score on ETE and only those who obtained an average percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid within **six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

#### Second Shortlisting

Top 5 ranking candidates but overall rating should not be less than 80%.

Interested and qualified applicants who meet the above minimum qualification standard (CSC - Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before **NOV 10 2021** not later than 5:00 PM:

1. Application letter addressed to **Regional Director VICENTE GREGORIO B. TOMAS** (Signifying the Position, Status of Employment, and Place of Assignment you are applying for) 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);
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
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
8. Photocopy of Certificate/s of previous and present Employment (if applicable);
9. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
10. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

***The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.***

**NOTES:**

1. Present original or authenticated copies of the above documentary requirements for verification during filling of application.
2. 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.
3. Application sent through to [recruitment.foncr@dswd.gov.ph](mailto:recruitment.foncr@dswd.gov.ph) must be sent in a single "Portable Document Format" or PDF File.

Subject shall be: **APPLICATION FOR (POSITION/ASSIGNMENT) - (FULLNAME)**

4. Submission of applications **beyond the deadline** and **with incomplete attachments** will not be accepted and entertained.



**VICENTE GREGORIO B. TOMAS**



## NOTICE OF VACANCY

Position : (1) ADMINISTRATIVE AIDE IV  
Item Number : FONCR-JO-ADA4-000052  
Salary Grade : SG 4 / Php 14, 400.00  
Vice : YONZON, CEDRIC KYLE S.  
Status : JOB ORDER  
Place of Assignment : CASH SECTION

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years in College  
Training : None Required  
Experience : None Required  
Eligibility : None Required

Applicants should be guided by the following **Criteria for Evaluation:**

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	10%
Panel Interview	15%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

Obtained **75%** of the maximum total score on ETE and only those who obtained an **average** percentile on the Initial Qualifying Test (IQT).

The result of IQT of all DSWD applicants is valid **within six (6) months** upon test administration and will be used **across all positions within the same position level**. Not meeting the required percentile for the respective level will not qualify the applicant in applying to other vacancies of the same level within the validity period.

Only those who passed the IQT shall proceed to the next recruitment process

#### Second Shortlisting

Top 5 ranking candidates but overall rating should not be less than 80%.

Interested and qualified applicants who meet the above minimum qualification standard (CSC - Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before NOV 11 2021 not later than 5:00 PM:

1. Application letter addressed to **Regional Director VICENTE GREGORIO B. TOMAS** (Signifying the Position, Status of Employment, and Place of Assignment you are applying for) 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);
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
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
8. Photocopy of Certificate/s of previous and present Employment (if applicable);
9. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
10. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

***The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.***

**NOTES:**

1. Present original or authenticated copies of the above documentary requirements for verification during filling of application.
2. 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.
3. Application sent through to [recruitment.foncr@dswd.gov.ph](mailto:recruitment.foncr@dswd.gov.ph). must be sent in a single "Portable Document Format" or PDF File.

Subject shall be: **APPLICATION FOR (POSITION/ASSIGNMENT ) - (FULLNAME)**

4. Submission of applications **beyond the deadline** and **with incomplete attachments** will not be accepted and entertained.

**VICENTE GREGORIO B. TOMAS**  
Regional Director



**NOTICE OF VACANCY**

Position : (1) NURSE I  
Item Number : FONCR-COS-NUR1-210709  
Salary Grade : SG 15 / Php 33, 575.00  
Vice : NEWLY CREATED POSITION DATE JUNE 28, 2021  
Status : CONTRACT OF SERVICE  
Place of Assignment : SANCTUARY CENTER

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : Bachelor's Degree in Nursing  
Training : None Required  
Experience : None Required  
Eligibility : RA 1080 (Nurse)

Applicants should be guided by the following Criteria for Evaluation:

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam Initial Qualifying Test (IQT) Special/Technical Exam	10% 15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

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**VICENTE GREGORIO B. TOMAS**  
Regional Director

  
MML/MLFM/RAA/mclb