

## NOTICE OF VACANCY

Position : (2) SOCIAL WELFARE OFFICER II  
Item Number : FONCR-JO-SOCWO2-000332 / FONCR-JO-SOCWO2-000335  
Salary Grade : SG 15 / Php 33, 575.00  
Vice : CALOPEZ, ROGIL / BEQUILLA, KRISTINA  
Status : JOB ORDER  
Place of Assignment : JOSE FABELLA CENTER

### 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) NURSE I  
Item Number : FONCR-COS-NUR1-210704  
Salary Grade : SG 15 / Php 33, 575.00  
Vice : NEWLY CREATED POSITION DATED JUNE 28, 2021  
Status : CONTRACT OF SERVICE  
Place of Assignment : HAVEN FOR CHILDREN

### 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)	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 AIDE I  
Item Number : FONCR-JO-ADA1-000149  
Salary Grade : SG 1 / Php 12, 034.00  
Vice : PINEDA, ERIZ P.  
Status : JOB ORDER  
Place of Assignment : HAVEN FOR CHILDREN

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Elementary Graduate  
Training : None Required  
Experience : None Required  
Eligibility : None Required

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

Education (E)	20%
Training (T)	15%
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 24 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.

  
MML/MLFM/RPN/mcjb

  
**VICENTE GREGORIO B. TOMAS**  
Regional Director