

DRN: _____

NOTICE OF VACANCY

Position : **(1) ADMINISTRATIVE ASSISTANT III**
Item Number : **FONCR-JO-ADAS3-000280**
Salary Grade : **SG 9 / Php 19, 593.00**
Vice : **ARCE, STEVEN**
Status : **JOB ORDER**
Place of Assignment : **SOCIAL MARKETING OFFICE**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of Two-Years in College**
Training : **4 hours of relevant training**
Experience : **1 year of relevant experience**
Eligibility : **None Required**

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	10%
Panel Interview	15%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

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 19, 2021 not later than 5:00 PM:

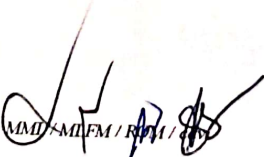
1. Application letter addressed to **Regional Director VICENTE GREGORIO B. TOMAS** (Signifying the Position, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience 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. must be sent in a **single** "Portable Document Format" or PDF File.
4. Subject shall be: **APPLICATION FOR (POSITION/ASSIGNMENT) - (FULLNAME)**
5. Submission of applications **beyond the deadline** and **with incomplete attachments** will not be accepted and entertained.


VICENTE GREGORIO B. TOMAS
Regional Director


MAM/MLEM/RPM/HRM