
NOTICE OF VACANCYAs of NOV 23 2021

Position : **MEDICAL OFFICER III**
Item Number : **OSEC-DSWDB-MDOF3-7-2010**
Salary Grade : **SG 21 / Php 60, 901.00**
Vice : **PAMA, EDEN O.**
Status : **PERMANENT**
Place of Assignment : **HAVEN FOR CHILDREN**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Doctor of Medicine**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 1080 (Physician)**

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

<u>E</u> ducation (E)	20%
<u>T</u> raining (T)	15%
<u>E</u> xperience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	5%
Special/Technical Exam	20%
Panel Interview	10%
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 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

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

Position : (1) ACCOUNTANT III
 Item Number : OSEC-DSWDB-A3-157-2004
 Salary Grade : SG 19 / Php 48,313.00
 Vice : SINGSON, JOAN E.
 Status : PERMANENT
 Place of Assignment : ACCOUNTING SECTION

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's Degree in Commerce/Business Administration
 Major in Accounting
 Training : 8 hours relevant training
 Experience : 2 years relevant experience
 Eligibility : RA 1080 (Certified Public Accountant)

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%
TOTAL	100%

Initial Shortlisting

Obtained **80%** 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

Final Shortlisting

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

Position : (1) SOCIAL WELFARE OFFICER III
 Item Number : OSEC-DSWDB-SOCWO3-255-2004
 Salary Grade : SG 18 / Php 43,681.00
 Vice : GABRIEL, VIVIAN A.
 Status : PERMANENT
 Place of Assignment : HAVEN FOR WOMEN

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's Degree in Social Work
 Training : 8 hours relevant training
 Experience : 2 years 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%
TOTAL	100%

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

Final Shortlisting

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

Position : (1) LEGAL ASSISTANT II
 Item Number : OSEC-DSWDB-LEA2-25-2021
 Salary Grade : SG 12 / Php 26,052.00
 Vice : NEWLY CREATED CY 2021
 Status : PERMANENT
 Place of Assignment : OFFICE OF THE REGIONAL DIRECTOR

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
 Training : 4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
 Experience : None Required
 Eligibility : CS Professional / Second Level Eligibility

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%
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

Final Shortlisting

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

Position : (1) HOUSEPARENT II
 Item Number : OSEC-DSWDB-HP2-273-2004
 Salary Grade : SG 6 / Php 16,200.00
 Vice : AGUILUZ, LUCIA D.
 Status : PERMANENT
 Place of Assignment : RECEPTION AND STUDY CENTER FOR CHILDREN

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : High School Graduate
 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%
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

Final Shortlisting

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

Position : (7) PSYCHOLOGIST I
Item Number : OSEC-DSWDB-PSY1-103-2004 / OSEC-DSWDB-PSY1-101-2004 /
OSEC-DSWDB-PSY1-107-2004 / OSEC-DSWDB-PSY1-98-2004 /
OSEC-DSWDB-PSY1-102-2004 / OSEC-DSWDB-PSY1-106-2004 /
OSEC-DSWDB-PSY1-100-2004
Salary Grade : SG 11 / Php 23,877.00
Vice : MEDEL, JERICO D. / ROXAS, CHARIZZE ANN G. / FLORES,
JASMIN B. / TURINGAN, ESTRELITA B. / TOLENTINO,
SHEHERAZADE R. / ELIC, JOBEGAIL V. / ARCAYA, DONNA MARIE
Status : PERMANENT
Place of Assignment : ELSIE GACHES VILLAGE / HR PLANNING AND PERFORMANCE
MANAGEMENT SECTION / NATIONAL VOCATIONAL
REHABILITATION CENTER / PROTECTIVE SERVICES DIVISION /
MARILLAC HILLS / HAVEN FOR CHILDREN / HAVEN FOR WOMEN

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Master's Degree in Psychology
Training : None Required
Experience : None Required
Eligibility : RA 10029 (Psychologist)

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%
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%.

Position : (1) PSYCHOLOGIST I
 Item Number : FONCR-CASUAL-PSY1-000003
 Salary Grade : SG 11 / Php 23,877.00
 Vice : AREVALO, FAITH FRANCESCA L.
 Status : CASUAL
 Place of Assignment : SANCTUARY CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Master's Degree in Psychology
 Training : None Required
 Experience : None Required
 Eligibility : RA 10029 (Psychologist)

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%
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%.

Position : (1) PSYCHOLOGIST III
 Item Number : FONCR-CONTRACTUAL-PSY3-000187
 Salary Grade : SG 18 / Php 43,681.00
 Vice : NEWLY CREATED CY 2019
 Status : CONTRACTUAL
 Place of Assignment : NATIONAL VOCATIONAL REHABILITATION CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Master's Degree in Psychology
 Training : 16 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs
 Experience : 2 years of relevant experience involving the delivery of psychological services
 Eligibility : RA 10029 (Psychologist)

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%
TOTAL	100%

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%.

Position : (1) COOK II
 Item Number : FONCR-CONTRACTUAL-COK2-000195
 Salary Grade : SG 5 / Php 15,275.00
 Vice : OSITA, RAQUEL M.
 Status : CONTRACTUAL
 Place of Assignment : RECEPTION AND STUDY CENTER FOR CHILDREN

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Elementary School Graduate
 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%
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

Final Shortlisting

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

Position : (1) PROJECT DEVELOPMENT OFFICER III
 Item Number : FONCR-CONTRACTUAL-PDO3-000251
 Salary Grade : SG 18 / Php 43,681.00
 Vice : NEWLY CREATED CY 2021
 Status : CONTRACTUAL
 Place of Assignment : SUSTAINABLE LIVELIHOOD PROGRAM

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's Degree relevant to the job
 Training : 8 hours relevant training
 Experience : 2 years relevant experience
 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	15%
Panel Interview	10%
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 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

Final Shortlisting

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



Position : (2) PROJECT DEVELOPMENT OFFICER II
Item Number : FONCR-CONTRACTUAL-PDO3-000042/49
Salary Grade : SG 15 / Php 33,575.00
Vice : SALCEDO, CHRISTIAN / GASPAR, ROMEO
Status : CONTRACTUAL
Place of Assignment : SUSTAINABLE LIVELIHOOD PROGRAM

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's Degree relevant to the job
Training : 4 hours relevant training
Experience : 1 year relevant experience
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	15%
Panel Interview	10%
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 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

Final Shortlisting

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

Position : (1) NURSE I
 Item Number : FONCR-CONTRACTUAL-NUR1-000002
 Salary Grade : SG 15 / Php 33,575.00
 Vice : SOLON, ANNA LORENA C.
 Status : CONTRACTUAL
 Place of Assignment : RECEPTION AND STUDY CENTER 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%
TOTAL	100%

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

Final Shortlisting

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

Position : (1) SOCIAL WELFARE OFFICER II
 Item Number : FONCR-CONTRACTUAL-SOCWO2-000184
 Salary Grade : SG 15 / Php 33,575.00
 Vice : ARRIOLA, LORRAINE S.
 Status : CONTRACTUAL
 Place of Assignment : GRACES

CSC - PRESCRIBED QUALIFICATION STANDARD

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

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%
TOTAL	100%

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

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

Interested and qualified applicants who met 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 DEC 08 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) 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
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. For online submission of application, please access this link <https://bit.ly/FONCRrecruitment> and submit the scanned PDF copy of your credentials.
2. Present original or authenticated copies of the above documentary requirements for verification during filling of application
3. 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.
4. Submission of applications **beyond the deadline** and **with incomplete attachments** will not be accepted and entertained.


VICENTE GREGORIO B. TOMAS
Regional Director