

DRN: _____

NOTICE OF VACANCYAs of DEC 21 2022

Position : (1) SOCIAL WELFARE OFFICER IV
(REGIONAL CASE MANAGEMENT FOCAL PERSON)
Item Number : FONCR-PCON-SOCWO4-000436
Salary Grade : SG 22 / Php 68,415.00
Vice : NEWLY-CREATED POSITION WITH APPROVED
AUTHORITY TO HIRE DATED DECEMBER 22, 2020
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree in Social Work
Training : 16 hours of relevant training
Experience : 3 years 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%
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 : **(9) PROJECT DEVELOPMENT OFFICER II (CITY LINK)**
 Item Number : **FONCR-PCON-PDOII-000292**
FONCR-PCON-PDOII-000229
FONCR-PCON-PDOII-000287
FONCR-PCON-PDOII-000494
FONCR-PCON-PDOII-000213
NEWLY-CREATED POSITION WITH APPROVED
AUTHORITY TO HIRE DATED DECEMBER 22, 2020
 Salary Grade : **SG 15 / Php 33,575.00**
 Vice : **EPHRAIM A. DOMINGO/ MARY JANE J. MILLANAR/ CODEX**
CAEZARUIZ E. VIVAS/ MA. CLARISSA L. ALINDAY/ MARK
ANTHONY E. LOPEZ
 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	5%
Assessment/ Review	
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) PROJECT DEVELOPMENT OFFICER II
 (GRIEVANCE REDRESS SYSTEM COORDINATOR)
 Item Number : FONCR-PCON-PDOII-000095
 Salary Grade : SG 15 / Php 33,575.00
 Vice : DANIEL SALVADOR E. GARIGUEZ
 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	5%
Assessment/ Review	
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) PROJECT DEVELOPMENT OFFICER II
(INSTITUTIONAL PARTNERSHIP AND DEVELOPMENT OFFICER)
Item Number : FONCR-PCON-PDOII-000008
Salary Grade : SG 15 / Php 33,575.00
Vice : KIM DALE P. MAGNO
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	5%
Assessment/ Review	
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) 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**
 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	5%
Assessment/ Review	
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) PROJECT DEVELOPMENT OFFICER II
 (COMPLIANCE VERIFICATION SYSTEM COORDINATOR)
 Item Number : FONCR-PCON-PDOII-000088
 Salary Grade : SG 15 / Php 33,575.00
 Vice : LEAH B. IBABAO
 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	5%
Assessment/ Review	
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) PROJECT DEVELOPMENT OFFICER I
(MONITORING AND EVALUATION)
Item Number : FONCR-PCON-PDOI-000445
Salary Grade : SG 11 / Php 23,877.00
Vice : CEEJAY DANICA E. MANALO
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	5%
Assessment/ Review	
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 : **(5) SOCIAL WELFARE ASSISTANT**

Item Number : **FONCR-PCON-SWAS-000338
FONCR-PCON-SWAS-000343
FONCR-PCON-SWAST-000680
FONCR-PCON-SWAST-000764
NEWLY-CREATED POSITION WITH APPROVED
AUTHORITY TO HIRE DATED DECEMBER 22, 2020**

Salary Grade : **SG 8 / Php 18,251.00**

Vice : **JUDY ANN A. CORDERO/ RENATO DELOS SANTOS/ ERICK
P. NAVAL/ JHOAN E. GARNACE**

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	5%
Assessment/ Review	
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 : (10) SOCIAL WELFARE ASSISTANT
 (REGIONAL SUPPORT SYSTEM STAFF)
 Item Number : NEWLY-CREATED POSITION WITH APPROVED
 AUTHORITY TO HIRE DATED DECEMBER 22, 2020
 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	5%
Assessment/ Review	
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 : (2) ADMINISTRATIVE ASSISTANT II
 Item Number : FONCR-PCON-ADASII-000018
 FONCR-PCON-ADASII-000114
 Salary Grade : SG 8 / Php 18,251.00
 Vice : CARLOS C. ALAY-AY/ MARILOU P. NATIVIDAD
 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	5%
Assessment/ Review	
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) ADMINISTRATIVE ASSISTANT III
 (COMMUNITY DEVELOPMENT ASSISTANT)
 Item Number : FONCR-PCOS-ADASI-000012
 Salary Grade : SG 9 / Php 19,593.00
 Vice : CLAIRE ANN M. BERMAS
 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	5%
Assessment/ Review	
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 JAN 05 2022 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 filing 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. Application sent through accessing this link bit.ly/FONCRrecruitment
- 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

MMLM/LFM/R/W/tpc