

DRN: \_\_\_\_\_

## NOTICE OF VACANCY

Position : **(3) ADMINISTRATIVE AIDE IV (DRIVER)**  
Item Number : **FONCR-COS-ADAS3-211105 / FONCR-COS-ADAS3-211106  
FONCR-COS-ADAS3-211107**  
Salary Grade : **SG 4 / Php 14, 400**  
Vice : **NEWLY CREATED POSITION WITH APPROVED  
AUTHORITY TO HIRE DATED NOVEMBER 15, 2021**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **GENERAL SERVICES SECTION**

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Elementary School Graduate**  
Training : **None Required**  
Experience : **None Required**  
Eligibility : **Licensed Driver (Professional)**

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<br>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%.

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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 DEC 07 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.
4. Application can be sent through accessing this link [bit.ly/FONCRrecruitment](https://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**  
 Regional Director