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**NOTICE OF VACANCY**

Position : **(1) TEACHER**  
Item Number : **FONCR-COS-TCHR-000614**  
Salary Grade : **SG 4 / Php 14, 400.00**  
Vice : **PANAGDATO, ROWENA B.**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **NAYON NG KABATAAN**

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : **Bachelor's Degree relevant to the job**  
Training : **None Required**  
Experience : **None Required**  
Eligibility : **None Required**

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

<u>E</u> ducation (E)	25%
<u>T</u> raining (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%
<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%.

## NOTICE OF VACANCY

Position : **(2) SOCIAL WELFARE OFFICER II**  
 Item Number : **FONCR-COS-SOCWO2-000275**  
**FONCR-COS-SOCWO2-000276**  
 Salary Grade : **SG 15 / Php 35, 097.00**  
 Vice : **CLEMENTE, CARYL JOYCE / GRAGEDA, ROXANNE JENN E.**  
 Status : **CONTRACT OF SERVICE**  
 Place of Assignment : **SPECIAL PROJECT SECTION**

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **BACHELOR'S DEGREE IN SOCIAL WORK**  
 Training : **FOUR (4) HOURS RELEVANT TRAINING**  
 Experience : **ONE (1) YEAR 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%.



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**NOTICE OF VACANCY**

Position : (1) ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)  
Item Number : FONCR-COS-SRBOOKKEEPER-000026  
Salary Grade : SG 9 / Php 19, 593.00  
Vice : RECULLO, MA. KRISTINE  
Status : CONTRACT OF SERVICE  
Place of Assignment : ACCOUNTING SECTION

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : COMPLETION OF TWO (2) YEARS IN COLLEGE  
Training : FOUR (4) HOURS OF RELEVANT TRAINING  
Experience : ONE (1) YEAR OF 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	10%
Panel Interview	15%
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%.

**NOTICE OF VACANCY**

Position : (3) ADMINISTRATIVE AIDE IV  
Item Number : FONCR-JO-ADA4-000008 / FONCR-JO-ADA4-000030 / FONCR-JO-ADA4-000014 /  
Salary Grade : SG 4 / Php 14, 400.00  
Vice : ORAPA, CYRUS PAUL E. / LAWAGAN, WILBUR C. / ACEBEDO, ARCHIMEDES M. / RECULLO, MARIA KRISTINE  
Status : JOB ORDER  
Place of Assignment : ACCOUNTING SECTION

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : COMPLETION OF TWO (2) YEARS IN COLLEGE  
Training : NONE REQUIRED  
Experience : NONE REQUIRED  
Eligibility : NONE REQUIRED

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

<u>E</u> ducation (E)	25%
<u>T</u> raining (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%
<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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**NOTICE OF VACANCY**

Position : (1) FINANCIAL ANALYST I  
Item Number : FONCR-JO-FA1-000018  
Salary Grade : SG 11 / Php 23, 877.00  
Vice : AYAG, MARVIN B.  
Status : JOB ORDER  
Place of Assignment : ACCOUNTING SECTION

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : BACHELOR'S DEGREE RELEVANT TO THE JOB  
Training : NONE REQUIRED  
Experience : NONE REQUIRED  
Eligibility : NONE REQUIRED

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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 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%.

## **pNOTICE OF VACANCY**

Position : **(3) ACTIVITY COORDINATOR/THERAPIST**  
 Item Number : **FONCR-COS-AT-000528 / FONCR-COS-AT-000530 / FONCR-COS-AC-000532**  
 Salary Grade : **SG 10 / Php 22, 190.00**  
 Vice : **AUSTRIA JOY G. / DECLARO JHON WARREN E. / CORTES, LEONARDO Z.**  
 Status : **CONTRACT OF SERVICE**  
 Place of Assignment : **ELSIE GACHES VILLAGE**

### **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : **BACHELOR'S DEGREE IN PSYCHOLOGY**  
 Training : **NONE REQUIRED**  
 Experience : **NONE REQUIRED**  
 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	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%.



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**NOTICE OF VACANCY**

Position : **(1) NURSE I**  
Item Number : **FONCR-COS-NUR1-210704**  
Salary Grade : **SG 15 / Php 35, 097.00**  
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**:

<u>E</u> ducation (E)	25%
<u>T</u> raining (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%
<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) PLANNING OFFICER III (REGIONAL COORDINATOR)  
Salary Grade : SG 18 / Php 45, 203.00  
Vice : ONGAN, JINGKIE  
Status : CONTRACT OF SERVICE  
Place of Assignment : RCWC – NATIONAL CAPITAL REGION

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : BACHELOR'S DEGREE RELEVANT TO THE JOB  
Training : 8 HOURS OF RELEVANT TRAINING  
Experience : 2 YEARS OF 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%
<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%.



Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to EO - NCR Human Resource Planning and Performance Management Section on or before FEB 25 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) which can be downloaded at [www.csc.gov.ph](http://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

  
MM / MF / RM / mcb