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NOTICE OF VACANCY
As of FEB 03 2022

Position : (1) PROJECT DEVELOPMENT OFFICER V
(REGIONAL PROGRAM COORDINATOR)
Item Number : FONCR-PCON-PDOII-000001
Salary Grade : SG 24 / Php 86,742.00
Vice : JOEL D. CAM
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Master's Degree or Certificate in Leadership and Management from the CSC
Training : 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years
Experience : 4 years of supervisory/ management experience
Eligibility : Career Service 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 **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

Second Shortlisting Top 5 ranking candidates but overall rating should not be less than 85%.

Position : **(15) PROJECT DEVELOPMENT OFFICER II (CITY LINK)**
 Item Number : **FONCR-PCON-PDOII-000605**
 : **FONCR-PCON-PDOII-000297**
 : **FONCR-PCON-PDOII-000583**
 : **FONCR-PCON-PDOII-000565**
 : **NEWLY-CREATED POSITION WITH APPROVED**
 : **AUTHORITY TO HIRE DATED DECEMBER 22, 2020**
 Salary Grade : **SG 15 / Php 33,575.00**
 Vice : **KAYE G. MILARPIZ/ ELLINOR M. PIAMONTE/ ANA MARIE Q.**
 : **ANDAYA/ EDWIN A. SIGNO**
 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-000078
 Salary Grade : SG 15 / Php 33,575.00
 Vice : RUBEN P. SIBAYAN
 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-000009
Salary Grade : SG 15 / Php 33,575.00
Vice : JESUS V. TARIFA
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
 (REGIONAL GENDER AND DEVELOPMENT OFFICER)
 Item Number : FONCR-PCON-PDOII-000028
 Salary Grade : SG 15 / Php 33,575.00
 Vice : IRENE G. REYNO
 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
 (DEPUTY GENDER AND DEVELOPMENT OFFICER)
 Item Number : FONCR-PCON-PDOII-000023
 Salary Grade : SG 15 / Php 33,575.00
 Vice : JENNIFER S. CASAÑAS
 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) ADMINISTRATIVE OFFICER II (FINANCIAL ANALYST I)
 Item Number : FONCR-PCON-ADOII-000039
 Salary Grade : SG 11 / Php 23,877.00
 Vice : JULIUS A. LAGO
 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.

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

Position : (1) ADMINISTRATIVE ASSISTANT III
 (MUNICIPAL ROVING BOOKKEEPER)
 Item Number : FONCR-PCON-ADASIII-000375
 Salary Grade : SG 9 / Php 19,593.00
 Vice : ROSTUM L. CORTEZ
 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/ 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 : (1) TRAINING SPECIALIST I
 Item Number : FONCR-PCOS-TSI-000001
 Salary Grade : SG 11 / Php 23,877.00
 Vice : JEMAR R. SAPILAN
 Status : CONTRACT OF SERVICE (COS)
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job
 Training : None required
 Experience : None required
 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 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 **FEB 18 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 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. 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