

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

**NOTICE OF VACANCY**As of MAR 18 2022

Position : (1) SOCIAL WELFARE OFFICER IV  
(REGIONAL CASE MANAGEMENT FOCAL PERSON)  
Item Number : FONCR-PCON-SOCWO4-000436  
Salary Grade : SG 22 / Php 69,963.00  
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	5%
Assessment/ Review	
<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%.

Position : (25) PROJECT DEVELOPMENT OFFICER II (CITY LINK)  
 Item Number : FONCR-PCON-PDOII-000087  
 FONCR-PCON-PDOII-000179  
 FONCR-PCON-PDOII-000287  
 FONCR-PCON-PDOII-000494  
 FONCR-PCON-PDOII-000292  
 FONCR-PCON-PDOII-000487  
 FONCR-PCON-PDOII-000219  
 FONCR-PCON-PDOII-000184  
 FONCR-PCON-PDOII-000229  
 NEWLY-CREATED POSITION WITH APPROVED  
 AUTHORITY TO HIRE DATED DECEMBER 22, 2020  
 Salary Grade : SG 15 / Php 35,097.00  
 Vice : TABUCOL, ALLEN R. / DIMAOCOM, SITTIE HAFHAF S. /  
 VIVAS, CODEX CAEZARIUZ E. / ALINDAY, MA. CLARISSA  
 L. / DOMINGO, EPHRAIM A. / DELA CRUZ, CARLO D. /  
 MAGGAY, JONALYN T. / DE FIESTA, ELERYNA E./  
 MILLANAR, MARY JANE J.  
 Status : CONTRACTUAL  
 Place of Assignment : PANTAWID FAMILYANG 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)	20%
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	
<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 85%.

Position : (1) PROJECT DEVELOPMENT OFFICER II (REGIONAL COMPLIANCE VERIFICATION SYSTEM OFFICER)  
 Item Number : FONCR-PCON-PDOII-000257  
 Salary Grade : SG 15 / Php 35,097.00  
 Vice : SOTTO, JOHN CARLO Y.  
 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**:

<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	5%
Assessment/ Review	
<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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Position : (1) PROJECT DEVELOPMENT OFFICER II  
(COMPLIANCE VERIFICATION SYSTEM)  
Item Number : FONCR-PCON-PDOII-000088  
Salary Grade : SG 15 / Php 35,097.00  
Vice : IBABAO, LEA B.  
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	
<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 85%.

Position : (1) PROJECT DEVELOPMENT OFFICER II  
 (GRIEVANCE REDRESS SYSTEM)  
 Item Number : FONCR-PCON-PDOII-000095  
 Salary Grade : SG 15 / Php 35,097.00  
 Vice : GARIGUEZ, DANIEL SALVADOR E.  
 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	
<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 85%.

Position : (1) PROJECT DEVELOPMENT OFFICER II  
(INSTITUTIONAL PARTNERSHIP AND DEVELOPMENT OFFICER)  
Item Number : FONCR-PCON-PDOII-000008  
Salary Grade : SG 15 / Php Php 35,097.00  
Vice : MAGNO, KIM DALE P.  
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	
<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%.

Position : (1) PROJECT DEVELOPMENT OFFICER II  
 (DEPUTY GENDER AND DEVELOPMENT OFFICER)  
 Item Number : FONCR-PCON-PDOII-000023  
 Salary Grade : SG 15 / Php Php 35,097.00  
 Vice : CASAÑAS, JENNIFER S.  
 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	
<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%.

Position : (4) SOCIAL WELFARE ASSISTANT  
 Item Number : FONCR-PCON-SWAST-000326  
 FONCR-PCON-SWAST-000696  
 FONCR-PCON-SWAST-000756  
 FONCR-PCON-SWAST-000408  
 Salary Grade : SG 8 / Php 18,998.00  
 Vice : RIZALDO, JEROME G. / SARMIENTO, MARCRIS S. /  
 NEWLY-CREATED POSITION WITH APPROVED  
 AUTHORITY TO HIRE DATED DECEMBER 22, 2020  
 Status : CONTRACTUAL  
 Place of Assignment : PANTAWID FAMILYANG 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**:

<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	5%
Assessment/ Review	
<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%.

Position : (4) SOCIAL WELFARE ASSISTANT  
 Item Number : (REGIONAL SUPPORT SYSTEM STAFF)  
 : FONCR-PCON-SWAST-000406  
 : FONCR-PCON-SWAST-000700  
 : FONCR-PCON-SWAST-000737  
 : FONCR-PCON-SWAST-000748  
 Salary Grade : SG 8 / Php 18,998.00  
 Vice : CABANILLA, WINALYN V. /  
 : 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 : 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	
<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%

Position : SOCIAL WELFARE OFFICER IV (CASE MANAGEMENT)  
 Item Number : FONCR-PCON-SOCWO4-000436  
 Salary Grade : SG 22 / Php 69,963.00  
 Vice : N/A  
 Status : CONTRACT OF SERVICE  
 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	5%
Assessment/ Review	
<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%

Position : (3) SOCIAL WELFARE OFFICER II  
 Item Number : FONCR-PCOS-SWOII-000002  
 FONCR-PCOS-SWOII-000003  
 FONCR-PCOS-SWOII-000001  
 Salary Grade : SG 15 / Php 36,097.00  
 Vice : VILLENA, JUDITH CLAIRE T. / CARDANO, CLARICEL R. /  
 ESTACIO, IRISH MAE M.  
 Status : CONTRACT OF SERVICE  
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : Bachelor's degree in Social Work  
 Training : 4 hours of relevant training  
 Experience : 1 year 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	5%
Assessment/ Review	
<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%.

Position : (1) ADMINISTRATIVE ASSISTANT III  
 (COMMUNITY DEVELOPMENT ASSISTANT)  
 Item Number : FONCR-PCOS-ADASIII-000010  
 Salary Grade : SG 9 / Php 20,402.00  
 Vice : MAAÑO, MA. CLARISSA L.  
 Status : CONTRACT OF SERVICE  
 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 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%

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 APR 02 2022 not later than 5:00 PM:

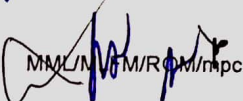
1. Application letter addressed to **Regional Director FERDINAND LAZARO D. BUDENG** (Signifying the Position, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience 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 sent through accessing this link [bit.ly/FONCRrecruitmentHub](https://bit.ly/FONCRrecruitmentHub)  
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.

  
FERDINAND LAZARO D. BUDENG

  
MML/MFM/RM/mmpc