
NOTICE OF VACANCY

As of **MARCH 31, 2022**

Position : **SOCIAL WELFARE OFFICER III**
Item Number : **OSEC-DSWDB-SOCWO3-255-2004**
Salary Grade : **SG 18 / Php 45,203.00**
Vice : **GABRIEL, VIVIAN A.**
Status : **PERMANENT**
Place of Assignment : **HAVEN FOR WOMEN**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
Training : **8 hours relevant training**
Experience : **2 years relevant experience**
Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferably with Masters in Social Work or related graduate course**
Training : **16 hours of training in case management/counseling/facilitation skill**
Experience : **3 years experience in handling case management of women and children**
At least 2 years supervisory experience
Has ability to supervise staff
Mature with leadership qualities
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under the general supervision of the Center Head/Officer-In-Charge engaged in varied work from routine to very difficult work pertaining to the implementation of programs and services for social protection or performs difficult work requiring training and considerable experience and knowledge on gender responsive case management, handling case management, handling cases of violence against women (VAW) and women in especially difficult circumstances (WEDC) and trafficking in persons (TIP).

DUTIES AND RESPONSIBILITIES

1. Executes and implements policies and renders administrative decisions on matters within the limits of delegated authority.
2. Implements case management to women victim-survivors.
3. Reviews the entire case folders to ensure the completeness of the case folder and Social Case Study Report using the prescribed format for approval of the Center Head/OIC.
4. Supervises Social Workers in the performance of their duties and assigns workloads to ensure equitable and proper distribution of work among staff.
5. Prepares Social Case Study Report, Case Management Plan and Implementation, Caseload Inventory and Caseload Review.

6. Prepares project proposal for resource generation and provision of services to women-victim survivors.
7. Coordinate with other rehabilitation team members in the Center for effective case management and provision of services to the residents.
8. Refers women victim-survivors to other agencies, makes follow-up and evaluates benefits of assistance received.
9. Maintains cooperative and harmonious relationship with other entities and agencies, private and public, in promoting social welfare and development.
10. Conducts regular supervisory conferences for staff development and case management for a more effective program implementation.
11. Submit required reports regularly.
12. Conducts orientation, on the job training and supervises field placement of social work students.

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

Final Shortlisting

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



Position : **SOCIAL WELFARE OFFICER III**
Item Number : **OSEC-DSWDB-SOCWO3-260-2004**
Salary Grade : **SG 18 / Php 45,203.00**
Vice : **ARCANGEL, HERMINIA S.**
Status : **PERMANENT**
Place of Assignment : **NATIONAL VOCATIONAL REHABILITATION CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
Training : **8 hours relevant training**
Experience : **2 years relevant experience**
Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferably with Masters in Social Work**
Training : **16 hours of training in case management/counseling/facilitation skill**
Experience : **3 years experience in handling case management**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under the general supervision of the Assistant Regional Director / Center Head and with some latitude for the exercise of independent judgment, serves as Officer-In-Charge of the Center or Head of the unit engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performs difficult work requiring training and considerable experience and intimate knowledge of adoption, foster care, minors traveling abroad, disaster management, crisis intervention, community-based services, special projects and livelihood.

DUTIES AND RESPONSIBILITIES

1. Develops and recommends policies and programs.
2. Provides monitoring and technical assistance to the Field Office relative to program implementation and capacity building activities.
3. Provides monitoring and evaluation, counseling and technical assistance to LGUs, NGOs, POs and clients.
4. Provides technical assistance to center staff on case management.
5. Executes and implements policies and programs, maintains cooperative and harmonious relationships with other entities and agencies.
6. Supervises Social Workers, welfare aides and administrative staff in the performance of their duties, assists in the resource generation and utilization.
7. Facilitates allotment and purchase of Social Adjustment office supplies.
8. Assigns workloads to ensure equitable and proper distribution to Social Workers and evaluates their performance, models, organizational values, professional work ethic to peers, conducts supervisory conference (individual, group and community), reporting and management of office, conducts orientation and supervises field placement of Social Work students for skills development.

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

Final Shortlisting

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

Position : **SOCIAL WELFARE OFFICER I**
Item Number : **OSEC-DSWDB-SOCWO1-150-2004**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **ESTEBAN, ARLENE M.**
Status : **PERMANENT**
Place of Assignment : **ADOPTION RESOURCE AND REFERRAL SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferable with units in Masters in Social Work**
Training : **4 hours of training in case management/ counseling/ communication/ facilitation**
Experience : **1 year experience in handling case management and/or project management**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under general supervision of Social Welfare Officer V/IV/III and with some latitude for exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining case management requiring training, some experience and broad knowledge on adoption and foster care and does other related tasks assigned.

DUTIES AND RESPONSIBILITIES

1. Manage cases of regular Foster Care Parents/Families following the turn-around period prescribed by RA 10165 and pertinent policies.
 2. Conduct bi-monthly/quarterly supervisory visits to children under foster care and submit monitoring reports within the prescribed timeline.
 3. Facilitate issuance/renewal of Foster License (every 3 years) and Foster Placement Authority (every year), and provision of subsidies (monthly) to children under foster care following the prescribed turn-around period.
 4. Provide technical assistance to partners stakeholders, including Local Government Units (LGUs) and Child Placing Agencies (CPAs), on RA 10165 related concerns.
 5. Prepare, update and submit Caseload Inventories on quarterly basis.
 6. Update databank of RA 10165 cases.
 7. Implement advocacy campaigns and activities related to RA 10165.
 8. Perform other related tasks as may be assigned.
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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%
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 : **SOCIAL WELFARE OFFICER I**
Item Number : **FONCR-CONTRACTUAL-SOCWO1-000148**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **NEWLY CREATED CY 2019**
Status : **CONTRACTUAL**
Place of Assignment : **JOSE FABELLA CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferable with units in Masters in Social Work**
Training : **4 hours of training in case management/ counseling/ communication/ facilitation**
Experience : **1 year experience in handling case management and/or project management**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under general supervision of Social Welfare Officer V/III and with some latitude for exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining case management requiring training, some experience and broad knowledge on adoption and foster care and does other related tasks assigned.

DUTIES AND RESPONSIBILITIES

1. Provides immediate response and action to the received reports through conduct of reach out activities to referred cases to the region.
2. Intakes and interviews clients for further social assistance and case management.
3. Conducts social case study and monitoring of rescued clients to be endorsed to the local government for further provision of social services.
4. Assists in the preparation of Annual Work Plans, Semestral Reports, Monthly Accomplishment Reports, and other Project Documentation in relation to the operation and target activities of the unit.
5. Prepares documentation during interagency meetings and other activities in relation to the project implementation.
6. Conducts profiling and maintains a database of clients served.
7. Prepares documentations on the status reports/updates/accomplishments along with the operation of the unit.
8. Attends meetings/seminars and workshops in relation to project implementation.
9. Provides guidance and counseling services to families to prevent social maladjustments and other.

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%.



Position : **ADMINISTRATIVE OFFICER II**
Item Number : **OSEC-DSWDB-ADOF2-88-2015**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **MANTAL, JENICA MICHELLE P.**
Status : **PERMANENT**
Place of Assignment : **PERSONNEL ADMINISTRATION SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
Training : **None Required**
Experience : **None Required**
Eligibility : **Career Service (Professional) / Second Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree preferably in Psychology, Business Administration, Office Administration, Human Resource Management and allied courses**
Training : **With relevant training on personnel and leave administration and/or salary processing, 201 Files**
Experience : **At least with 1 year of experience involving functions along personnel and human resource management**
Eligibility : **Career Service (Professional) / Second Level Eligibility**

JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Act as Officer-In-Charge in the absence of the Personnel Officer.
2. Updating and preparation of Service Record of permanent, casual and contractual employees.
3. Update Databank of employees for Loyalty Incentive Award.
4. Prepare and submit list of employees entitled to Loyalty Award to DSWD - Central Office for confirmation.
5. Provide Orientation to newly hired employees on CSC, DBM, GSIS, Pag-Ibig and Philhealth guidelines, procedures and benefits.
6. Provide technical assistance to employees on personnel concerned.
7. Prepare memorandum to employees as per CSC, DBM, DSWD rules and regulations.
8. Monitor, review, and assess SALN of permanent, casual and contractual employees for submission to Ombudsman.
9. Preparation of Notice of Salary Adjustment (NOSA) of permanent, casual and contractual employees.
10. Monthly preparation and submission of Notice of Step Increment (NOSI) to DSWD - Central Office.

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%.

Position : **MANPOWER DEVELOPMENT OFFICER I**
Item Number : **OSEC-DSWDB-MDO1-132-2004**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **TIZON, MIKHAIL O.**
Status : **PERMANENT**
Place of Assignment : **HUMAN RESOURCE PLANNING AND PERFORMANCE
MANAGEMENT SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree**
Training : **None Required**
Experience : **None Required**
Eligibility : **Career Service Professional/ Second Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree preferably in Psychology or other Allied Social Sciences**
Training : **At least with four (4) hours training relevant to facilitation, technical writing and technical writing, workforce planning, organizational development and performance management**
Experience : **At least with one (1) year of experience on facilitating training programs, technical writing, workforce planning, organizational development and performance management**
Eligibility : **Career Service Professional/ Second Level Eligibility**

JOB SUMMARY

Under general supervision of TCS II (Division Chief) / AO V (Head) and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Act as the Performance Management System (PMS) secretariat;
2. Prepare and submit Performance Management Reportorial documents to the Central Office;
3. Monitor PMS documents submitted to HRPPMS;
4. Provide technical assistance to all C/RCF/D/Us relative to the implementation of PMS;
5. Act as Organizational Development Secretariat for Organic Staff;
6. Prepare RSO / RAO for designation and re-assignment;
7. Act as focal person for Devolution concerns;
8. Act as focal person for PRIME HRM along PMS; and
9. Act as focal person of ARTU.

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%.

Position : **TRAINING SPECIALIST I**
Item Number : **OSEC-DSWDB-TRNSP1-113-2004**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **BARBER, ROY V.**
Status : **PERMANENT**
Place of Assignment : **HUMAN RESOURCE PLANNING AND PERFORMANCE
MANAGEMENT SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree**
Training : **None Required**
Experience : **None Required**
Eligibility : **Career Service Professional/ Second Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree preferably in Psychology or other Allied Social Sciences**
Training : **With relevant training on group dynamics, human behavior technical writing and secretariat services, recruitment and selection.**
Experience : **At least with one (1) year of experience in facilitating training programs and technical writing, recruitment, selection and placement.**
Eligibility : **Career Service Professional/ Second Level Eligibility**

JOB SUMMARY

Under general supervision of TCS II (Division Chief) / AO V (Head) and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Screens / assess applications for Contractual and Casual employees of FO-NCR.
2. Acts as Alternate Secretariat and provides assistance during HRMP SB Interview and Deliberation.
3. Facilitates and conducts technical examinations to qualified applicants.
4. Prepares Resolution / Recommendation, Minutes of the Meeting and Comparative Data Matrices.
5. Prepares congratulatory and regret letters of applicants.
6. Responds to complaints relative to the hiring process.
7. Prepares communication/s on recruitment concern
8. Conduct character validation of shortlisted applicants.
9. Monitors and submits status of vacancies.
10. Prepares Publication Vacant Positions to CSC and FO-NCR (Contractual and Casual).

11. Acts as IMP focal person of the section and submits reports.
12. Focal Person of Workforce Planning.
13. Conduct Job analysis and manpower needs assessment of C/RCF/D/S/Us.
14. Reviews staffing structures along competency-based organization and system analysis.

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%.

Position : **HOUSEPARENT I**
Item Number : **OSEC-DSWDB-HP1-532-2004**
Salary Grade : **SG 4 / Php 14, 993.00**
Vice : **ANDRADE, HERNAN S.**
Status : **PERMANENT**
Place of Assignment : **ELSIE GACHES VILLAGE**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **High School Graduate**
Training : **None Required**
Experience : **None Required**
Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **High School Graduate**
Training : **Behavioral Management/Basic Life Support/First Aid**
Experience : **Caregiving for Intellectual Disabilities**
Eligibility : **None Required**

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Provides direct care and supervision to clients in the residential facilities in performing daily cottage activities.
2. Manage distribution of resources of the cottage to ensure proper and efficient consumption.
3. Undertakes general household duties including cleaning and laundry in order to maintain cleanliness and orderliness of the cottage.
4. Under immediate supervision, performs the role of a parent to the clients under their care.
5. Conduct tutorials and assist schooling clients in reading, writing and other homework assignments.
6. Assist and lead clients to extracurricular activities to help develop clients.
7. Prepare and submit monthly, quarterly reports as a basis on the indicators of social functioning of clients.
8. Attend monthly meetings, GSM, RTM and other programs/activities initiated by the center.
9. Facilitate as hospital watcher as need arises to clients incurred with illness.
10. Requests for supplies needed in their respective cottages from the Head/Supervising Houseparent.
11. Performs other related tasks as assigned by the Head Houseparent/Head Social Worker.

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

<u>E</u> ducation (E)	15%
<u>T</u> raining (T)	15%
<u>E</u> xperience (E)	25%
Written Exam (Technical/Special Exam)	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
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TOTAL	100%

Initial Shortlisting

Obtained **41.25 points** or **75%** of the maximum total score of ETE.

Only those who passed the 41.25 points or 75% on ETE shall proceed to the next recruitment process.

Second Shortlisting

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

Position : **HOUSEPARENT II**
Item Number : **OSEC-DSWDB-HP2-257-2004**
Salary Grade : **SG 6 / Php 16, 877.00**
Vice : **MONTALBO, NORELIE A.**
Status : **PERMANENT**
Place of Assignment : **ELSIE GACHES VILLAGE**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **High School Graduate**
Training : **None Required**
Experience : **None Required**
Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **High School Graduate**
Training : **Behavioral Management/Basic Life Support/First Aid**
Experience : **Caregiving for Intellectual Disabilities**
Eligibility : **None Required**

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Takes the responsibility for the general care and development of residents in his/her assigned cluster/cottage.
2. Implements and coordinates with other units on the status of the resident's development.
3. Reports to the Head/Supervising houseparent any unusual incident and physical condition of the residents in his/her cottage which needs immediate attention.
4. Submits to the Head/Supervising Houseparent monthly accomplishment reports and other statistical reports of the cottage/residents.
5. Attends meetings and conferences and escorts residents to different psychosocial activities.
6. Reports to the Medical Officer or Dentist any unusual sign of the physical and health condition of residents.
7. Observes proper transfer of responsibilities every after tour of duty and before leaving the cottages, attends, visitors, etc.
8. Checks the resident's condition and estimates the supplies needed before assuming duty.
9. Requests for supplies needed in their respective cottages from the Head/Supervising Houseparent.
10. Renders Executive on Duty as recommended by the Head Houseparent.
11. Performs other related tasks as assigned by the Head Houseparent/Head Social Worker.

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

Education (E)	15%
Training (T)	15%
Experience (E)	25%
Written Exam (Technical/Special Exam)	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting Obtained **41.25 points** or **75%** of the maximum total score of ETE.

Only those who passed the 41.25 points or 75% on ETE shall proceed to the next recruitment process.

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

Position : **(6) PSYCHOLOGIST I**
Item Number : **OSEC-DSWDB-PSY1-103-2004 / OSEC-DSWDB-PSY1-107-2004 /
OSEC-DSWDB-PSY1-98-2004 / OSEC-DSWDB-PSY1-102-2004 /
OSEC-DSWDB-PSY1-106-2004 / OSEC-DSWDB-PSY1-100-2004**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **MEDEL, JERICO D. / FLORES, JASMIN B. / TURINGAN,
ESTRELITA B. / TOLENTINO, SHEHERAZADE R. / ELIC, JOBEGAIL
V. / ARCAYA, DONNA MARIE**
Status : **PERMANENT**
Place of Assignment : **ELSIE GACHES VILLAGE / NATIONAL VOCATIONAL
REHABILITATION CENTER / PROTECTIVE SERVICES DIVISION /
MARILLAC HILLS / HAVEN FOR CHILDREN / HAVEN FOR WOMEN**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Master's Degree in Psychology**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 10029 (Psychologist)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Master's Degree in Psychology (Clinical Psychology)**
Training : **With relevant training on psychological assessment,
psychotherapy and counseling**
Experience : **At least with 1 year of experience on conducting
psychological assessment and counseling**
Eligibility : **RA 10029 (Psychologist)**

JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
2. Assesses client's needs, abilities, behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.

8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.

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%.

Position : **PSYCHOLOGIST I**
Item Number : **OSEC-DSWDB-PSY1-101-2004**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **ROXAS, CHARIZZE ANN G.**
Status : **PERMANENT**
Place of Assignment : **HR PLANNING AND PERFORMANCE MANAGEMENT SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Master's Degree in Psychology**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 10029 (Psychologist)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Master's Degree in Psychology (Industrial-Organizational Psychology)**
Training : **With relevant training on recruitment and general human resource management**
Experience : **At least with 2 years of experience along recruitment, industrial counseling and other HR mechanisms**
Eligibility : **RA 10029 (Psychologist)**

JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Facilitates competency-based interviews, prepares rating forms, and administers psychological tests to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.
2. Observes and conducts preliminary assessment with applicants in order to obtain information about the physical, mental, and educational requirements of jobs as well as information about their competencies.
3. Conducts exit interviews to retiring, resigning and transferring employees to get information about staff's work experience in DSWD.
4. Analyzes career development and recruitment mechanism to help the unit develop initiatives and more efficient hiring programs
5. Conducts research along physical work environments, organizational structures, group interactions, morale, and motivation of employees in order to assess their performance.
6. Provides assistance during conduct of organizational activities

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%
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 : **PROJECT DEVELOPMENT OFFICER III**
Item Number : **FONCR-CONTRACTUAL-PDO3-000251**
Salary Grade : **SG 18 / Php 45,203.00**
Vice : **NEWLY CREATED CY 2021**
Status : **CONTRACTUAL**
Place of Assignment : **SUSTAINABLE LIVELIHOOD PROGRAM**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
Training : **8 hours relevant training**
Experience : **2 years relevant experience**
Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree preferably in Management, Entrepreneurship, Development Studies, Community Development, or any business-related and social sciences degree**
Training : **At least 48 hours of relevant training in any or a combination of the following: project management, social entrepreneurship, business operations, project implementation, strategy development, community organizing, and monitoring and evaluation**
Experience : **At least 5 years of relevant experience in development-related projects involving community organizing, business development and/or training**
Eligibility : **None Required**

JOB SUMMARY

The Project Development Officer III supervises the overall Regional Implementation of the special concerns under Sustainable Livelihood Program including but not limited to EO70, PAMANA, referral management, grievance redress, and other special projects and ensures that the official directives, physical and financial targets are delivered. This includes provision of technical assistance to field staff in terms of planning implementation, monitoring and evaluation and setting the direction for capacity building and management, financial management and social marketing.

DUTIES AND RESPONSIBILITIES

1. Develop implementation strategies through plans and models such as:
 - a. Preparing a regional work and financial plan for implementation;
 - b. Preparing and executing a regional level monitoring and technical assistance plan for SLP-RPMO and SLP - Special Project Focal.
 - c. Identifying strategies to sustain good practice to accomplish targets.
2. Perform over-all Regional Leadership and Management, including the following:
 - a. Collaborating with other core programs and other public and private institutions in the region;
 - b. Supervising the regional implementation of SLP-Special Projects Implementation;

- c. Coordinate with other NGAs and DSWD OBSUs the implementation and monitoring of special projects (for example: BUB, PAMANA, etc.);
- d. Attend and participate in TWG meetings of special projects;
- e. Provide, in coordination with other SLP units, input in the development of policies and guidelines of special projects;
- f. Monitor and provide necessary technical assistance in the implementation of special projects;
- g. Lead in the coordination, implementation and monitoring of referrals and special concerns and directives from the Office of President, Vice-President, DSWD Secretary and legislators;
- h. Attend to walk-in clients and provide appropriate intervention;
- i. Maintain and update database of referrals and special concerns;
- j. Coordinate with other NGAs and DSWD OBSUs in the monitoring and implementation of referrals and special directives from the Office of the President; and
- k. Perform other tasks agreed upon by the SLP Management Committee.

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

Final Shortlisting

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

Position : **PROJECT DEVELOPMENT OFFICER II**
Item Number : **FONCR-CONTRACTUAL-PDO2-000047**
Salary Grade : **SG 15 / Php 35,097.00**
Vice : **BALLENAS, AIBE D.**
Status : **CONTRACTUAL**
Place of Assignment : **SUSTAINABLE LIVELIHOOD PROGRAM**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
Training : **4 hours relevant training**
Experience : **1 year relevant experience**
Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in any business-related and/or social science courses**
Training : **At least 16 hours of relevant training in any or a combination of the following: project management, social entrepreneurship, business plan development, business operations, project implementation, employment relations, and community organizing**
Experience : **At least 3 years of relevant experience in development-related projects involving community organizing, business development and/or training**
Eligibility : **None Required**

JOB SUMMARY

The Project Development Officer II (PDO II) handles technical support, basic communication and coordination work. PDO II are expected to work under the supervision of project/program managers and with other team members to achieve desired outputs and outcomes. Furthermore, may be deployed and tasked to work in various specialized fields such as program operations, program development, program finance, planning, monitoring and evaluation, capacity and partnerships building, and social marketing.

DUTIES AND RESPONSIBILITIES

1. Conduct **preparatory activities** for program implementation, such as:
 - a. **Gathering municipal data and information relevant to participant and project identification**, such as the government investments through the Local Economic Development (LED) Plan and Annual Investment Plan (AIP), development projects of civil society organizations, as well as available and accessible natural resources for potential use, in coordination with the City/Municipal Action Team (C/MAT);
 - b. **Scanning local market trends and commercial establishments** to identify sources of materials, tools and equipment needed to start-up microenterprises, as well as direct markets for goods and services of microenterprises; and
 - c. **Coordinating with local public and private sector stakeholders as development partners** for social preparation and training, provision of complementary interventions, and institutional market linking.
2. Organize social **preparation** and other **capability-building activities** for program participants, primarily by:
 - a. **Conducting orientations and SLP assemblies** to spread awareness about the program, its implementation process and interventions, and participant eligibility;

- b. **Facilitating the Program's Social Preparation Activities** that identify community economic activities and local markets, identify livelihood using SWOT analysis, conduct micro-enterprise and employment training, and facilitate the SLP Association formation; and
 - c. **Coaching program participants on business plan development and feasibility studies** to identify the most appropriate and profitable livelihood endeavors.
 3. Facilitate **livelihood assistance** through:
 - a. **Facilitating project proposal review and approval** for funding and project implementation; and
 - b. **Ensuring the delivery and execution of SLP proposed projects** for program participants;
 - c. **Mobilizing resources** for complementary interventions from public and private sector stakeholders.
 4. Report and monitor program implementation:
 - a. **Utilizing the Participant Qualification Assessment Form** and reporting of social preparation and other capacity building activities;
 - b. **Submitting necessary documents and means of verification** for the review and approval of project proposals, as well as the delivery of SLP modalities;
 - c. **Utilizing the monitoring and evaluation system** to account for program participants served and specific assistance provided; and
 - d. **Submit monthly narrative for accomplishments** based on the prescribed template.

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

Final Shortlisting

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

Position : **SOCIAL WELFARE OFFICER II**
Item Number : **FONCR-CONTRACTUAL-SOCWO2-000184**
Salary Grade : **SG 15 / Php 35,097.00**
Vice : **ARRIOLA, LORRAINE S.**
Status : **CONTRACTUAL**
Place of Assignment : **GRACES**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
Training : **4 hours relevant training**
Experience : **1 year relevant experience**
Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferably with units in Masters in Social Work**
Training : **8 hours of training in case management/counseling/communication/facilitation skill**
Experience : **2 years experience in handling case management and/or project management**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under general supervision of the Social Welfare Officer IV/III and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Conduct intake interviews with the clients as part of the protocol.
2. Orient clients on house rules, regulations, and introduce clients to other residents, social workers and other staff.
3. Undertake in-depth data gathering through interview with clients and his/her relatives to identify problem and appropriate intervention strategies for the client and formulates treatment plan for the clients based on the consultations and data gathered.
4. Conduct/facilitate individual sessions and/or group activities as part of the psychosocial intervention in the center.
5. Implements rehabilitative services based on the intervention plan and prepares corresponding minutes of the plan implementation to be submitted to the Center Head.
6. Facilitates and/or attend case conferences or rehabilitation team meetings to discuss resident's progress, plans, concerns and/or other related issues.
7. Prepares and submit case inventory and calendar of activities on a monthly basis.
8. Maintains files, social case study reports and database of clients served.
9. Submits regular evaluation of program implementation pointing out the gaps in the service and suggest remedial measures on how the problems can be met in their areas.
10. Prepares social case study with intervention plan and conducts home visit and extend assistance and/or services to families through the self-help concept.
11. Networks and linkages with partner Civil Society Organizations and Social Welfare and Development Agencies.

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

Final Shortlisting

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

Position : **SOCIAL WELFARE OFFICER I**
Item Number : **FONCR-CONTRACTUAL-SOCWO1-000206**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **BARRERA, JUSTINE PAOLA M.**
Status : **CONTRACTUAL**
Place of Assignment : **GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY
AND OTHER SPECIAL CASES (GRACES)**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferably with units in Masters in Social Work**
Training : **4 hours of training in case management/counseling/communication/
facilitation skill**
Experience : **1 year experience in handling case management and/or project
management**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under general supervision of Social Welfare Officer IV / III and with some latitude for exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining case management requiring training, some experience and broad knowledge on adoption and foster care and does other related tasks assigned.

DUTIES AND RESPONSIBILITIES

1. Caseworker and in-charge of the psychosocial interventions of the residents from admission, while in the center and possible reintegration to his/her family/relatives.
2. Provides immediate response to the needs of the senior citizens in coordination with the allied services in the center.
3. Intakes and interviews clients for further social assistance and case management.
4. Conducts Social Case Study and Monitoring of residents to be endorsed to the local government for further provision of services.
5. Conduct one on one group activities as part of the case management process.
6. Assists in the preparation of Annual Work Plans, Semestral Report, Quarterly Reports, Monthly Accomplishment Reports, and other Project Documentations in relation to the operation and Target activities of the unit.
7. Prepares documentations during interagency meetings and other activities in relation to the project implementation.
8. Conducts profiling and maintains a database of clients served.
9. Prepares documentations on the status reports/updates/accomplishments along with the operation of the service.

10. Attends meetings/seminars and workshops in relation to project implementation and submit necessary feedback reports pertaining to the meetings/seminars attended.
11. Exert effort to locate the families and/or relatives of the residents for possible reintegration and provide guidance and counseling services to their families to prevent social adjustments and others.

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%.

Position : **PROJECT DEVELOPMENT OFFICER IV**
Item Number : **FONCR-CONTRACTUAL-PDO4-000056**
Salary Grade : **SG 22 / Php 69,963.00**
Vice : **ESTEPA, MARICRIS L.**
Status : **CONTRACTUAL**
Place of Assignment : **NATIONAL HOUSEHOLD TARGETING SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
Training : **Sixteen (16) hours of relevant training**
Experience : **Three (3) years of relevant experience**
Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Social Science Field of Study, Business Administration/Management**
Training : **With relevant training on poverty reduction strategies, general project management**
Experience : **At least two (2) years involvement on social development activities, social assistance and poverty alleviation programs with at least minimum supervisory experience**
Eligibility : **None Required**

JOB SUMMARY

Under supervision of the PPD Chief / Regional Deputy Project Manager and with some latitude for the exercise of the independent judgment, serves as the Regional Field Coordinator engaged in varied work ranging from routine to very difficult and responsible work pertaining to overseeing and supervising the implementation of the program at the regional level.

DUTIES AND RESPONSIBILITIES

1. Coordinates and conducts fora, training, symposia, workshops, orientations and other activities of similar nature relative to the implementation of the Project.
2. Maintains liaison and networking with local government units and other stakeholders.
3. Provides technical assistance and supervision to NHTS Staff.
4. Performs other tasks and functions as may be specified by the PPD Chief / Regional Project Manager.

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

Final Shortlisting

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

Position : **NURSE I**
Item Number : **FONCR-CONTRACTUAL-NUR1-000002**
Salary Grade : **SG 15 / Php 35,097.00**
Vice : **OLON, ANNA LORENA C.**
Status : **CONTRACTUAL**
Place of Assignment : **RECEPTION AND STUDY CENTER FOR CHILDREN**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Nursing**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 1080 (Nurse)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Nursing**
Training : **With advanced training on nursing care with expertise in handling pediatric and clients with intellectual disabilities**
Experience : **At least one (1) year relevant experience in rendering nursing care in centers/ residential care facilities**
Eligibility : **RA 1080 (Nurse)**

JOB SUMMARY

Under the direction of Social Welfare Officer V and Medical Officer III and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Maintains medical records of clients as reference of Medical Officers in diagnosing and providing treatment.
2. Promotes practice preventive measures to attain an optimum level of functioning.
3. Assures quality of nursing care by adhering to therapeutic standards, assessing medical intervention undertaken, making or recommending necessary adjustments, following C/RCF protocol in providing proper medical service to clients.
4. Maintains medical supplies inventory by checking the stock to determine availability; anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
5. Ensures efficient and coordinated medical services by coordinating and planning clinic activities; communicates client's needs and makes referrals when necessary.
6. Administers and checks proper medication order as prescribed by the Medical Officer III and reviews drugs/medicines on stock to ensure that it does not exceed the expiration date.
7. Provides frequent client evaluation including monitoring vital signs and performing essential procedures during emergency situations.
8. Executes doctor's orders.

9. Prepares and administers medicines and performs treatment to children in the Infirmary and Cottages.
10. Makes major and minor decisions in the absence of the doctor.
11. Supervises nursing attendants during their shift.
12. Sees to it that the children in the Infirmary are properly taken care of.
13. Attends to admission and discharges of children referred to the Infirmary.
14. Documents progress of children during tour of duty.

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

Final Shortlisting

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

Position : **PSYCHOLOGIST I**
Item Number : **FONCR-CASUAL-PSY1-000003**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **AREVALO, FAITH FRANCESCA L.**
Status : **CASUAL**
Place of Assignment : **SANCTUARY CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Master's Degree in Psychology**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 10029 (Psychologist)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Master's Degree in Psychology (Industrial-Organizational Psychology)**
Training : **With relevant training on recruitment and general human resource management**
Experience : **At least with 2 years of experience along recruitment, industrial counseling and other HR mechanisms**
Eligibility : **RA 10029 (Psychologist)**

JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
2. Assesses client's needs, abilities, behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.

9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.

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%.

Position	: PSYCHOLOGIST III
Item Number	: FONCR-CONTRACTUAL-PSY3-000187
Salary Grade	: SG 18 / Php 45,203.00
Vice	: NEWLY CREATED CY 2019
Status	: CONTRACTUAL
Place of Assignment	: NATIONAL VOCATIONAL REHABILITATION CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	: Master's Degree in Psychology (Clinical Psychology)
Training	: 16 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs
Experience	: 2 years of relevant experience involving the delivery of psychological services
Eligibility	: RA 10029 (Psychologist)

PREFERRED QUALIFICATION (COMPETENCY-BASED)

Education	: Master's Degree in Psychology
Training	: With at least 24 relevant training hours on the delivery of psychological services which include psychological interventions, psychological assessment, and psychological programs
Experience	: At least 3 years of relevant experience involving the delivery of psychological services
Eligibility	: RA 10029 (Psychologist)

JOB SUMMARY

Under general supervision of the Center Head and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Supervises staff under the Psychological and Vocational Guidance Service of the center.
2. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
3. Assesses client's needs, abilities, behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
4. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
5. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
6. Counsels clients and staff when needed
7. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
8. Recommends the formulation or modification of policies and procedures

- relative to psychological services to ensure quality and effectiveness.
9. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
 10. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
 11. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.

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%.


Interested and qualified applicants who met 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 20 2022 not later than 5:00 PM:

1. Application letter addressed to **Regional Director FERDINAND LAZARO D. BUDENG, MNSA** (Signifying the Position, Item Number, 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;
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, **for external applicants only**).

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.


FERDINAND LAZARO D. BUDENG, MNSA
Regional Director