

NOTICE OF VACANCY

As of MAY 02 2022

Position : (1) PROJECT DEVELOPMENT OFFICER II (BENEFICIARY DATA MANAGEMENT)
Item Number : FONCR-PCONTRACTUAL-PDO2-000452
Salary Grade : SG 15 / Php 35,097.00
Vice : NEWLY-CREATED POSITION WITH APPROVED AUTHORITY TO HIRE DATED DECEMBER 22, 2020
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 8 - MUNTINLUPA, PARAÑAQUE, AND LAS PIÑAS)

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 or RA 1080 (Optional)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's Degree preferably in Social Work, Social Sciences, Community Development or Allied Sciences
Training : With least 4 hours of relevant training along computer and data management
Experience : At least 1 year of relevant experience preferably in data management
Eligibility : CS Professional/Second Level Eligibility or RA 1080 (Optional)

JOB SUMMARY

The Project Development Officer II (Beneficiary Data Management) shall ensure the reliability of the update system and the accuracy and timeliness of information gathered regarding cash payments and continued eligibility of household beneficiaries.

DUTIES AND RESPONSIBILITIES

1. Supervise the overall implementation of the new Division in the cluster.
2. Act as the main person the NPMO and partner agencies shall talk and call with whenever necessary about the cluster's implementation, and encountered issues and concerns.
3. Ensure the use of the Division's and Pantawid Pamilyang Pilipino Program's Operation OM in the implementation of the program.
4. Propose development and enhancement of the software applications and Form 5.
5. Provision of technical assistance/coaching to the city/municipal (C/MLs) and Parent Leaders (PLs).
6. Prepare and submit reports to RPMO relative to the status and operational issues and concerns of the cluster in connection with the implementation of the program.
7. Encode (if needed), review and recommend encoded updates by the FO for the NPMO's final approval.
8. Coordinate with the concerned C/ML in monitoring the submission of the LBP Registration Forms after the community assembly.

9. Collect filled-out BUS Form 5 with supporting documents from the C/MLs.
10. Review the filled-out BUS Form 5.
11. Review the encoded updates.
12. Maintain tracking records of updates received and submitted to FO's.

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% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : (7) PROJECT DEVELOPMENT OFFICER II (CITY LINK)
Item Number : FONCR-PCONTRACTUAL-PDO2-000213
FONCR-PCONTRACTUAL-PDO2-000502
FONCR-PCONTRACTUAL-PDO2-000510
FONCR-PCONTRACTUAL-PDO2-000586
FONCR-PCONTRACTUAL-PDO2-000624
FONCR-PCONTRACTUAL-PDO2-000493
FONCR-PCONTRACTUAL-PDO2-000433
Salary Grade : SG 15 / Php 35,097.00
Vice : BAGTAS, ESMARLIZA A. / JULIANO, ANJO A. / LADICA, PAUL
ALLEN B. / LOPEZ, MARK ANTHONY E. / MONTENEGRO, FRANZ
ALFRED T. / ORDOVEZ, JOHN PAUL V. / NEWLY-CREATED
POSITION WITH APPROVED AUTHORITY TO HIRE DATED
DECEMBER 22, 2020
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 2 – MANILA;
OPERATIONS OFFICE 5 – QUEZON CITY DISTRICT 1;
OPERATIONS OFFICE 7 – MANDALUYONG, MARIKINA, & PASIG;
OPERATIONS OFFICE 6 – VALENZUELA; OPERATIONS OFFICE 8
– LAS PIÑAS & MUNTINLUPA)

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 or RA 1080 (Optional)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's Degree preferably in Social Work, Social Sciences,
Community Development or Allied Sciences
Training : With at least 4 hours of relevant training in planning and organizing,
frontline services.
Experience : At least 1 year of relevant experience along community organizing,
case management, support to an organization or major/complex
project.
Eligibility : CS Professional/Second Level Eligibility or RA 1080 (Optional)

JOB SUMMARY

The Project Development Officer II (City Link) shall administer the systems and processes for the Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

DUTIES AND RESPONSIBILITIES

1. Maintain and monitor City/Municipal Caseload as follows:
 - ✓ Total registration and enrollment – IDs, Oath of Commitment & LBP forms;
 - ✓ No. of Households (HHs) with Cash Cards;
 - ✓ Updated list of Schools – day care center, pre-school, elementary and high school;
 - ✓ Updated list of health centers and health stations;

- ✓ No. of Parent Leaders;
 - ✓ No. of HHs provided with other support programs and services;
 - ✓ No. of HHs subjected to case management intervention;
 - ✓ No. of HHs administered with SWDI;
 - ✓ No. of HHs for graduation;
 - ✓ No. of organized Parent Groups;
 - ✓ No. of households for waive, delisting and/or graduation;
2. Facilitate conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other key stakeholders.
 3. Facilitate, review and monitor submission of complaints and grievances through the LGU Links and parent leaders and other members of the community.
 4. Prepare Supply Side Assessment results to LGU and partners.
 5. Serve as secretariat to the Municipal Advisory Committee.
 6. Prepare and submit records.
 7. Prepare Case Summary reports of households with dysfunctional families and or/ whose HH members are in difficult circumstances and other Pantawid Admin and system related reports and submit to SWO III for review, inputs and Technical Assistance.
 8. Conduct SWDI Enumerator/validation as assigned by the immediate supervisor in a year.
 9. Conducts interviews, home visits, field visitation, counseling, and case management of the beneficiaries of the program (from the duties of SWO III).
 10. Perform other related tasks that may be assigned related to the program.

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% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : (1) PROJECT DEVELOPMENT OFFICER I (GRIEVANCE REDRESS SYSTEM)
Item Number : FONCR-PCON-PDOI-000053
Salary Grade : SG 11 / Php 25,439.00
Vice : DINGLASAN, DANIELLE ANNE L.
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYA (RPMO)

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)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's Degree relevant to the job
Training : None required
Experience : None required
Eligibility : CS Professional/ Second Level Eligibility (Optional)

JOB SUMMARY

The Project Development Officer I (Grievance Redress System) shall assist to receive, process and feedback to beneficiaries' stakeholders and general public with complaints against the program implementation.

DUTIES AND RESPONSIBILITIES

1. Monitor and tracks complaints/issues and concerns filed through the Grievance Electronic Manila (4psreklamo@gmail.com) and Facebook (Tanggapan ng Reklamo accounts).
2. Prepares monthly, quarterly, semestral and annual reports of electronic mail and Facebook transactions.
3. Provides necessary data for System Spot Check and for GRS Coordinators for Field Offices.
4. Provides initial/final resolution on queries and/or complaints.
5. Perform other related tasks as maybe assigned from time to time.

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% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : (1) PROJECT DEVELOPMENT OFFICER I (MONITORING AND EVALUATION)
Item Number : FONCR-PCONTRACTUAL-PDO1-000446
Salary Grade : SG 11 / Php 25,439.00
Vice : NEWLY-CREATED POSITION WITH APPROVED AUTHORITY TO HIRE DATED DECEMBER 22, 2020
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 8 - MUNTINLUPA, PARAÑAQUE, AND LAS PIÑAS)

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)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's Degree relevant to the job
Training : None required
Experience : None required
Eligibility : CS Professional/Second Level Eligibility (Optional)

JOB SUMMARY

The Project Development Officer I (Monitoring and Evaluation) shall facilitate the consolidation and preparation of regular Provincial Accomplishment of Pantawid Pamilyang Pilipino Program as well as provision of input, technical support and conduct of monitoring at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

DUTIES AND RESPONSIBILITIES

1. Consolidate and prepare Quarterly, Semestral and Annual Provincial Accomplishment Report.
2. Provide inputs in the preparation of the Regional Work and Financial Plan.
3. Provide technical support in the implementation/conduct of Spot Checks, Impact Evaluation and other research activities.
4. Render technical assistance to provincial Monitoring and Evaluation Officers relative to preparation of technical reports.
5. Conduct field monitoring as required by the Regional Director.
6. Submit periodic and special reports as needed.
7. Recommend policies and/or strategies pertaining to planning, monitoring and evaluation, and research as needed.
8. Participate in the conduct of Regional Performance Review and Evaluation Workshop (PREW).

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% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : (1) ADMINISTRATIVE ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER)
Item Number : FONCR-PCON-ADASIII-000390
Salary Grade : SG 9 / Php 20,402.00
Vice : BAXIMEN, CHARRY M.
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYA (CASH GRANT UNIT)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College
Training : 4 hours relevant training
Experience : 1 year relevant experience
Eligibility : CS Professional/First Level Eligibility (Optional)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College
Training : With at least 4 hours of relevant training along computer literacy, bookkeeping, accounting and management
Experience : At least 1 year of relevant experience in bookkeeping, accounting and management
Eligibility : CS Professional/First Level Eligibility (Optional)

JOB SUMMARY

The Administrative Assistant III (Municipal Roving Bookkeeper) shall be in charge of monitoring and reporting Conditional Cash Transfer (CCT) grants and assist in the actual payment of Over-the-Counter (OTC) grants.

DUTIES AND RESPONSIBILITIES

1. Coordinate with the Field Office's (FO) Focal Person on the schedule of OTC payments.
2. Gather the controlled Order of Payment and Acknowledgement Receipt (OP/AR) of the beneficiaries that are scheduled for OTC payment for the week and prepare for actual OTC payments.
3. Witness the actual OTC payments made by LBP servicing branch to each of the beneficiaries.
4. Ensure the true identification of the beneficiaries receiving OTC payments.
5. Ensure that the beneficiaries are able to sign the AR as proof of receipt of grant.
6. Sign the AR as witness during OTC payment.
7. Provide the Financial Analyst (FA) with summary of AR signed by the beneficiaries receiving OTC payments for the day.
8. Encode the unsigned AR or unclaimed grants in the MRBUI.
9. Follow up the transmittal by the LBP servicing branch of the paid OP/AR to the FO.
10. Assist the FA in the preparation of the Summary of Expenses (SOE).

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

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

Initial Shortlisting

Obtained **75% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : (3) ADMINISTRATIVE ASSISTANT II
Item Number : FONCR-PCONTRACTUAL-ADAS2-000018
FONCR-PCONTRACTUAL-ADAS2-000116
FONCR-PCONTRACTUAL-ADAS2-000643
Salary Grade : SG 8 / Php 18,998.00
Vice : ALAY-AY, CARLOS P./ MUSTRADO, MARVIN D./ NEWLY-CREATED
POSITION WITH APPROVED AUTHORITY TO HIRE DATED
DECEMBER 22, 2020
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYA (RPMO; OPERATIONS OFFICE 3 –
CALOOCAN NORTH; OPERATIONS OFFICE 8 – MUNTINLUPA,
PARAÑAQUE, AND LAS PIÑAS)

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)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College
Training : With at least 4 hours of relevant training in computer literacy
Experience : At least 1 year of experience along filling, data organizing and
incoming and outgoing of documents
Eligibility : CS Professional/First Level Eligibility (Optional)

JOB SUMMARY

The Administrative Assistant II shall perform administrative-related tasks such as receiving incoming and outgoing documents; shall provide assistance in preparing logistical support in the implementation of the program.

DUTIES AND RESPONSIBILITIES

1. Perform administrative support and clerical functions.
2. Manage incoming and outgoing communications.
3. Draft and encode communications, contracts, vouchers, RIVs, proposals and TEVs.
4. Assist in coordinating the general services functions.
5. Accomplish performance commitment and appraisal.
6. Perform other related tasks.

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% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : (1) ADMINISTRATIVE ASSISTANT II
(REGIONAL GENERAL TECHNICIAN)
Item Number : FONCR-PCONTRACTUAL-ADAS2-000108
Salary Grade : SG 8 / Php 18,998.00
Vice : DY ICO, ERIC P.
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYA (RPMO)

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)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College
Training : With at least 4 hours of relevant training along technician, computer trouble shooting and equipment management
Experience : At least 1 year of relevant experience along technician, computer trouble shooting and equipment management
Eligibility : CS Professional/First Level Eligibility (Optional)

JOB SUMMARY

The Administrative Assistant II shall perform along administrative-related tasks, troubleshooting computers, equipment management and will act as a general technician.

DUTIES AND RESPONSIBILITIES

1. Performs as general technician of both IT/NON-IT equipment and other machines.
2. Cleans and maintains both IT/NON-IT equipment and other machines and its peripherals.
3. Troubleshoots both IT/NON-IT equipment and other machines with proper configuration.
4. Helps set up both IT/NON-IT equipment and other machines with proper configuration.
5. Consults and works with other Pantawid Pamilyang Pilipino Program Management Information System Unit.
6. Conducts and organized system of receiving repair orders, recording problems, and following through with repairs.
7. Assists with other technology problems and equipment operations when possible.
8. Maintains both IT/NON-IT equipment and machines services repair center with appropriate supplies and equipment.
9. Provides emergency assistance as required to maintain regional program management.
10. Performs other duties as assigned by the Regional Program Coordinator.
11. Perform other related tasks that may be assigned related to the program.

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% or 45** points of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : (2) SOCIAL WELFARE ASSISTANT (REGIONAL SUPPORT SYSTEM STAFF)
Item Number : FONCR-PCONTRACTUAL-SOCWAS-000704
Salary Grade : FONCR-PCONTRACTUAL-SOCWAS-000752
Vice : SG 8 / Php 18,998.00
Status : NEWLY-CREATED POSITION WITH APPROVED AUTHORITY TO HIRE DATED DECEMBER 22, 2020
Place of Assignment : CONTRACTUAL
PANTAWID PAMILYA (RPMO)

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)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College
Training : With at least 4 hours of relevant training in computer literacy
Experience : At least 1 year of experience along filling, data organizing and incoming and outgoing of documents
Eligibility : CS Professional/First Level Eligibility (Optional)

JOB SUMMARY

The Social Welfare Assistant (Regional Support System Staff) position will handle periodical Compliance Verification and Beneficiary Update Form in the Pantawid Pamilyang Pilipino Program. These positions shall help in ensuring the efficiency and accuracy in the encoding of the beneficiaries' data profiles, compliance and all other vital updates required for encoding.

DUTIES AND RESPONSIBILITIES

1. Encode updates (Update 4, 5, and 9) as necessary, especially during the Data Clean-up during the 2nd quarter of the year.
2. Random verification of encoded updates of the encoders every Friday.
3. Encode beneficiary tracking record.
4. Verification of CV forms versus the encoded in the Pantawid Pamilya.
5. Verification and matching of attachment A versus the encoded in the Pantawid Pamilya Information System.
6. Encoding of attachment A and cleaning of retroactive payment.
7. Act as a support in the absence of Officer of the Day at the Tanggapan ng Reklamo Desk.
8. Perform other related tasks as may be assigned from time to time.

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% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : (2) ADMINISTRATIVE AIDE IV (ENCODER)
 Item Number : FONCR-PCOS-ADAIV-000029
 Salary Grade : FONCR-PCOS-ADAIV-000019
 Vice : SG 4 / Php 14,993.00
 Status : ROSARIO, CATHERINE M. / SANTIAGO, MICHAEL ANGELO A.
 Place of Assignment : CONTRACT OF SERVICE
 : PANTAWID PAMILYA (RPMO)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College
 Training : None required
 Experience : None required
 Eligibility : CS Professional/First Level Eligibility (Optional)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College
 Training : None required
 Experience : None required
 Eligibility : CS Professional/First Level Eligibility (Optional)

JOB SUMMARY

The Administrative Aide IV positions will handle periodical Compliance Verification and Beneficiary Update Form in the Pantawid Pamilyang Pilipino Program. These positions shall help in ensuring the efficiency and accuracy in the encoding of the beneficiaries' data profiles, compliance and all other vital updates required for encoding.

DUTIES AND RESPONSIBILITIES

1. Prepare compile and sort documents for data entry;
2. Encodes accurately various forms into computer system;
3. Compares data entered with source documents, re-enters data in verification format on screen to detect errors;
4. Make sure that information is entered correctly and no mistake is being made during data entry operations;
5. Records and report data discrepancies and gaps or source documents inconsistencies to the Regional/Provincial Systems Focal and/or CMTs;
6. Performs any other administrative tasks such as document processing and records management;
7. Prepares and maintain logbook of activities and tasks;
8. Performs other tasks as the supervisor may assign within the prescribed office rules and regulations.

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% or 45 points** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

Top 5 highest rating 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 MAY 17 2022 not later than 5.00 PM:

Application letter addressed to **Regional Director FERDINAND LAZARO D. BUDENG, MNSA**

1. (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).

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