
NOTICE OF VACANCY

As of APR 21 2022

Position : **(1) DENTIST II**
Item Number : **FONCR-COS-DENT2-2112125**
Salary Grade : **SG 17 / Php 41, 508.00**
Vice : **NEWLY CREATED POSITION DATED DECEMBER 28, 2022**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **NATIONAL VOCATIONAL REHABILITATION CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Doctor of Dental Medicine or Dental Surgery**
Training : **One (1) year of relevant experience**
Experience : **Four (4) hours of relevant training**
Eligibility : **RA 1080 (Dentist)**

JOB SUMMARY

Under the direction of Center Head and substantial latitude for the exercise of independent judgment performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge along dental health program.

DUTIES AND RESPONSIBILITIES

1. Prepares annual Dental Work and Financial Plan with Project Procurement Management Plan;
2. Conducts dental oral examination to new clients and formulates dental intervention plan to be submitted to the Social Worker;
3. Provides dental services such as but not limited to oral prophylaxis, extraction, dental filling, periodic check-up, treatment of other oral lesion and provision of denture;
4. Attends the regular Rehabilitation Team Meeting and presents cases of clients under the dental health program and services;
5. Keeps and updates dental records of clients;
6. Prepares required periodic dental reports;
7. Renders dental services to staff and their dependents;
8. Establishes and maintains partnerships and agreements with other agencies and stakeholders in direct support to client's dental needs; and
9. Performs other related tasks as assigned or required.

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

<u>E</u> ducation (E)	20%	
<u>T</u> rainning (T)	15%	
<u>E</u> xperience (E)	25%	
Written Exam		
Initial Qualifying Test (IQT)	5%	
Special/Technical Exam	20%	
Panel Interview	10%	
IPCR or any related Performance Assessment/ Review	5%	
TOTAL	100%	

Initial Shortlisting

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

Only those who obtained the 45 points or 75% maximum total score on ETE shall proceed to the next recruitment process.

Final Shortlisting

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

NOTICE OF VACANCY

Position : **(1) NUTRITIONIST DIETITIAN I**
Item Number : **FONCR-COS-ND1-2112122**
Salary Grade : **SG 11 / Php 25, 439.00**
Vice : **SAN DIEGO, YNATALIA V.**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **HAVEN FOR WOMEN**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Nutrition, Dietetics or Community Nutrition**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 1080 (Nutritionist Dietitian)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Nutrition, Dietetics or Community Nutrition**
Training : **Completion of training course along food service management**
Experience : **At least one (1) year experience along public health service**
Eligibility : **RA 1080 (Nutritionist Dietitian)**

JOB SUMMARY

Under general supervision of Social Welfare Officer V and Medical Specialist I 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 distribution of meals to clients and observes recommended dietary and nutrients schedules.
2. Provides guidance on the development of healthy eating habits to ensure that dietary requirements of the clients are met.
3. Estimates and prepares documents for purchases of food supplies and equipment (proposals, purchase orders, purchase requests); receiving, checking and taking inventories of food supplies.
4. Prepares daily meal patterns that combines food habits with remedial needs of clients and keeps responses and progress to new diets.
5. Promotes better nutrition by educating clients and staff about diet, nutrition and the relationship between good learning sessions and/or distribution of IEC materials.
6. Leads nutrition related activities to encourage prevention and health promotion in RCFs.

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

Only those who obtained the 45 points or 75% maximum total score on ETE shall proceed to the next recruitment process.

Final Shortlisting

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

NOTICE OF VACANCY

Position : (1) TEACHER I
Item Number : FONCR-COS-TCHR-2112126
Salary Grade : SG 11 / Php 25, 439.00
Vice : NEWLY CREATED POSITION DATED DECEMBER 22, 2022
Status : CONTRACT OF SERVICE
Place of Assignment : HAVEN FOR WOMEN

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's Degree in Early Childhood Education Development or its equivalent
Training : None Required
Experience : None Required
Eligibility : RA 1080 (Professional Teacher)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's Degree in Early Childhood Education Development or its equivalent
Training : None Required
Experience : At least One (1) year in daycare service
Eligibility : RA 1080 (Professional Teacher)

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 child development of the dependents of the women residents.

DUTIES AND RESPONSIBILITIES

1. Prepares Child's Profile using the ECCD Checklist tool.
2. Conducts early childhood education classes to the children/dependents.
3. Provides tutorial session to mothers on basic reading and writing.
4. Prepares observation report to the children.

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

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NOTICE OF VACANCY

Position : (1) DENTIST II
Item Number : FONCR-COS-DENT2-2112125
Salary Grade : SG 17 / Php 41, 508.00
Vice : NEWLY CREATED POSITION DATED DECEMBER 22, 2022
Status : CONTRACT OF SERVICE
Place of Assignment : HAVEN FOR WOMEN

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Doctor of Dental Medicine or Dental Surgery
Training : One (1) year of relevant experience
Experience : Four (4) hours of relevant training
Eligibility : RA 1080 (Dentist)

JOB SUMMARY

Under the direction of Center Head and substantial latitude for the exercise of independent judgment performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge along dental health program.

DUTIES AND RESPONSIBILITIES

1. Prescribes medications such as antibiotics when necessary to avoid infection after extraction.
2. Administer anesthetics to limit the amount of pain experiences by clients during procedures.
3. Examine teeth, gums and related tissues using dental instruments and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities and plan appropriate treatments.
4. Advise and instruct clients regarding preventive dental care, the causes and treatment of dental problems and oral health care services.
5. Diagnose and treat diseases, injuries, and malformations of teeth, gums and related oral structures, and provide preventive and corrective services.
6. Maintains dental records and database of clients served and checks its progress to ensure that proper dental service being given.

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

<u>E</u> ducation (E)	20%	
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<u>E</u> xperience (E)	25%	
Written Exam		
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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 06 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).

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