
NOTICE OF VACANCY

As of _____

Position : **(1) SOCIAL WELFARE OFFICER II**
Item Number : **FONCR-COS-SOCWO2-2112130**
Salary Grade : **SG 15 / Php 35, 097.00**
Vice : **MENEDILLA, MARIBETH**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **MARILLAC HILLS**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **With units in MS Social Work**
Training : **Eight (8) hours of training in case management/counseling/communication/facilitation skills**
Experience : **Two (2) years' experience in handling case management and/or project management**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under general supervision of Social Welfare Officer V 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. Conducts intake interview with the clients as part of the protocol
2. Orients clients on house rules, regulations, introduces clients to other residents, social workers and other staff
3. Undertakes in-depth data gathering through interviews 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. Implements rehabilitative services based on the treatment plan and prepares corresponding minutes of the plan implementation to Center Head
5. Prepares and submit case load inventory and calendar of activities
6. Maintains files, social case study reports and databank of clients served.
7. 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.
8. Conduct social case study and home visit and extend assistance and/or services to families through the self-help concept.

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) SOCIAL WELFARE OFFICER II**
Item Number : **FONCR-COS-SOCWO2-2112165**
Salary Grade : **SG 15 / Php 35, 097.00**
Vice : **BEQUILLA, KRISTINA D.**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **JOSE FABELLA CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **With units in MS Social Work**
Training : **Eight (8) hours of training in case management/counseling/communication/facilitation skills**
Experience : **Two (2) years' experience in handling case management and/or project management**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under general supervision of Social Welfare Officer V 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. Conducts intake interview with the clients as part of the protocol
2. Orients clients on house rules, regulations, introduces clients to other residents, social workers and other staff
3. Undertakes in-depth data gathering through interviews 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. Implements rehabilitative services based on the treatment plan and prepares corresponding minutes of the plan implementation to Center Head
5. Prepares and submit case load inventory and calendar of activities
6. Maintains files, social case study reports and databank of clients served.
7. 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.
8. Conduct social case study and home visit and extend assistance and/or services to families through the self-help concept.

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

As of _____

Position : **(1) ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)**
Item Number : **FONCR-COS-SRBOOKKEEPER-000026**
Salary Grade : **SG 9 / Php 20, 402.00**
Vice : **RECULLP, MA. KRISTINE**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **ACCOUNTING SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of Two-Years in College**
Training : **Four (4) hours relevant training**
Experience : **One (1) year relevant experience**
Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Completion of four – years studies in college, preferably on Accounting, Banking and Finance, Financial Management, Business Management and/or other Commerce related course**
Training : **None**
Experience : **None**
Eligibility : **None Required**

JOB SUMMARY

The Administrative Assistant III will be responsible for the preparation of subsidiary ledger, demand letter for liquidation of cash advances, preparing and compliance to financial reports and processing of disbursement voucher for cash advances and liquidation documents.

DUTIES AND RESPONSIBILITIES

1. Preparation / update Subsidiary Ledger of various accounts (LGU's / NGA / GOCC & NGO).
2. Prepare / follow up demand letters for liquidation of cash advances to SDO's / AOE's / LGU's / GOCC's / NGA's / NGO's and other communication letters.
3. Compliance to Reportorial Requirements.
4. Prepare Cash Disbursement Journal of fund transfer and cash advances (COA-NCR) Fund 101, 151 & 162.
5. Prepare Cash Disbursement Journal of liquidations of fund transfer and cash advances (COA-NCR) fund 101, 151 & 162.

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% on ETE shall proceed to the next recruitment process.

Second Shortlisting

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

NOTICE OF VACANCY

As of _____

Position : **(1) HOUSEPARENT I**
 Item Number : **FONCR-COS-HP1-001031**
 Salary Grade : **SG 4 / Php 14, 993.00**
 Vice : **WITH APPROVED AUTHORITY TO HIRE DATED APRIL 25, 2018**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **SANCTUARY CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Conducts routine inspections in the Center.
2. Performs preventative maintenance and basic repairs and maintenance.
3. Oversees repairs when professional repairs are necessary.
4. Prepares service plans progress reports of repairs and accomplishments based on plans
5. Performs other related tasks

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

<u>E</u> ducation (E)	15%
<u>T</u> rainning (T)	15%
<u>E</u> xperience (E)	25%
Written Exam: Special/Technical Exam	30%
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) COOK I
Item Number : FONCR-COS-COK1-2203051
Salary Grade : SG 3 / Php 14, 125.00
Vice : NEWLY CREATED POSITION DATED MARCH 15, 2022
Status : CONTRACT OF SERVICE
Place of Assignment : SANCTUARY CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Elementary School Graduate
Training : None Required
Experience : None Required
Eligibility : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : High School Graduate
Training : Preferably with TESDA Nationla Certificate II in Cooking and Food Service Management
Experience : With one (1) year experience in cooking and food preparation for large scale of meals
Eligibility : None Required

JOB SUMMARY

Cook and prepare food for residents daily: Breakfast, Lunch, Dinner; Monitoring of food supplies at the Kitchen.

DUTIES AND RESPONSIBILITIES

1. Daily cooking and food preparation for residents;
2. Daily monitoring of Food and Non-Food supplies;
3. Cook regular daily menu;
4. Check for specialized menu;
5. Monitoring of delivery, monthly supplies through stock card and actual inventory;
6. Prepare requisition and issuance slip
7. Report of accomplishments;
8. Attend to Unit and General Staff Meeting.

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

<u>E</u> ducation (E)	15%
<u>T</u> rainning (T)	15%
<u>E</u> xperience (E)	25%
Written Exam: Special/Technical Exam	30%
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 : (2) SOCIAL WELFARE OFFICER II
Item Number : FONCR-COS-SOCWO2-2202009 / FONCR-COS-SOCWO2-2203047
Salary Grade : SG 15 / Php 35, 097.00
Vice : NEWLY CREATED POSITION DATED DECEMBER 29, 2021 & MARCH 15, 2022
Status : CONTRACT OF SERVICE
Place of Assignment : SANCTUARY CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's Degree in Social Work
Training : Eight (8) hours of training in case management/ counseling/ communication/ facilitation
Experience : Two (2) years 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 in handling persons with Mental Health condition or handling of Persons with Disability.

DUTIES AND RESPONSIBILITIES

1. Conducts intake interview with the clients as part of the protocol.
2. Orients clients on house rules, regulations, introduces clients to other residents, social workers and other staff.
3. Undertakes in-depth data gathering through interviews 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 social case study and home visit and extend assistance and/or services to families through the self-help concept.
5. Collaborates with members of the Rehabilitation Team in preparation of the Intervention Plan for the client.
6. Implements rehabilitative service the treatment plan and prepares corresponding minutes of the plan implementation to Center Head.
7. Conducts intervention using Individual or Group Intervention.
8. Prepares and submit case load inventory and calendar of activities.
9. Maintains files, social case study reports and databank of clients served.
10. 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.

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 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%.

NOTICE OF VACANCY

Position : (1) ACTIVITY THERAPIST
Item Number : FONCR-COS-ACTTHERAPIST-2202012
Salary Grade : SG 10 / Php 22, 190.00
Vice : NEWLY CREATED POSITION DATED DECEMBER 29, 2021
Status : CONTRACT OF SERVICE
Place of Assignment : SANCTUARY CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's Degree in Psychology
Training : None Required
Experience : None Required
Eligibility : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's Degree in Psychology/Social Work/Education
Training : Facilitate Adult Education
Experience : Handling and management of Adult Education and persons with mental condition
Eligibility : RA 1080 (Psychometrician/Social Worker/Professional Teacher)

JOB SUMMARY

The Activity Therapist conducts activities for the residents such as activities for physical, mental and social development based on recommended intervention plan.

DUTIES AND RESPONSIBILITIES

1. Provide therapeutic activities associated with leisure to improved mental health patients; undertake group dynamics activities to improved interpersonal relationship and self-esteem of clients.
2. Organize recreational sports and group games that are both therapeutic and developmental.
3. Facilitate nature study, environment awareness, character building and personality development.
4. Prepare and implement educational exposures or study tours that will enhance leaning among clients.
5. Conduct socio-cultural activities to instill the value of patriotism; assist the psychologist with other clinical requirements.
6. Functions as Action Officer of the Day (AOD).

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%.

NOTICE OF VACANCY

As of _____

Position : **(7) PROJECT DEVELOPMENT OFFICER II**
Item Number : **FONCR-COS-PDO2-000491/ 000515 / 000449 / 000476 /
000490 / 000493 / 000503**
Salary Grade : **SG 15 / Php 35, 097.00**
Vice : **SALCEDO, CHRISTIAN / LABONG, MICHELLE / SEVILLA
ALVIN / STA. JUANA, RANCESS / ALMORFE, ROSALYN /
BUCE, JUNELL B. / MABINI, RAYMART**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **SUSTAINABLE LIVELIHOOD PROGRAM**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree Relevant to the job**
Training : **Four (4) hours relevant training**
Experience : **One (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 sixteen (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 three (3) years of relevant experience in development – related
projects involving Community Organizing, Business Development and/or
training**
Eligibility : **None**

JOB SUMMARY

The Project Development Officer II handles technical support, basic communication and coordination work. He/she is expected to work under the supervision of project/program managers and with other team members to achieve desired outputs and outcomes. Furthermore, the Project Development Officer II may be deployed and tasked to work in various specialized fields such as Program Operations, Program Development, Program Finance, Planning, Monitoring and Evaluation, Capability and Partnership 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).

- DSWD | NCR | HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT SECTION

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% on ETE shall proceed to the next recruitment process.

Final 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 MAY 07 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