

## NOTICE OF VACANCY

As of \_\_\_\_\_

Position : **(1) ADMINISTRATIVE ASSISTANT II**  
Item Number : **FONCR-COS-ADAS2-000461**  
Salary Grade : **SG 8 / Php 18, 998.00**  
Vice : **REQUESTO, PATRICIA D.**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **SUSTAINABLE LIVELIHOOD PROGRAM**

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of Two (2) Years in College**  
Training : **Four (4) hours relevant training**  
Experience : **One (1) year relevant experience**  
Eligibility : **None Required**

### JOB SUMMARY

The Administrative Assistant II provides administrative and logistical support to the technical staff of the Sustainable Livelihood Program.

### DUTIES AND RESPONSIBILITIES

1. Monitors the communications sent at the SLP email address for printing and proper recording.
2. Operates fax machines and transmits messages to other Government and Non-Government Organizations / Corporations partners of the Program.
3. Provides administrative assistance in the day to day Program Operations.
4. Perform other related tasks that may be assigned by the Supervisor / Director SLP – NPMO.
5. Performs other related functions that may be assigned from time to time by the supervisors.

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%
<b>TOTAL</b>	<b>100%</b>

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**Initial Shortlisting**

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

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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%.



Position : **(9) ADMINISTRATIVE AIDE IV**  
Item Number : **FONCR-COS-ADA4-000144 / 000091 / 000115 / 000119 / 000125 / 000127 / 000145 / 000118 / 000123**  
Salary Grade : **SG 4 / Php 14, 993.00**  
Vice : **ALVARES, RYAN G. / BUSLIG, RASCHL V. / CARMONA, KAROLYN GRACE / PON, HAROLD S. / REYES, RAYMAR L. / SABUCOR, KARL PATRICK R. / SAMSON, MARIBEL P. / SANTIAGO, MARY MARRISSE S. / VILLAREAL, JEPHERD A.**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **CRISIS INTERVENTION SECTION**

#### **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : **Completion of Two (2) Years in College**  
Training : **None Required**  
Experience : **None Required**  
Eligibility : **None Required**

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#### **JOB SUMMARY**

Under immediate supervision of the Section Head, performs clerical works, following detailed rules and procedures, performs the simplest routine professional work and does other related work:

#### **DUTIES AND RESPONSIBILITIES**

1. Receives records and endorses outgoing and incoming communications.
2. Encodes and file communications, reports, proposals, cheque's vouchers, PR's and other related documents.
3. Maintains office reports and other documents.
4. Reproduces official communications / documents for dissemination to other units.
5. Processor of Cash outright or Guarantee Letter
6. Perform related tasks that may be assigned.

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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) Special/Technical Exam	10% 15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

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**Initial Shortlisting**

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

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**Final Shortlisting**

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



Position : (1) SOCIAL WELFARE AIDE  
 Item Number : FONCR-COS-SWAIDE-000116  
 Salary Grade : SG 4 / Php 14, 993.00  
 Vice : MATA, DANICA B.  
 Status : CONTRACT OF SERVICE  
 Place of Assignment : CRISIS INTERVENTION SECTION

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two (2) Years in College  
 Training : None Required  
 Experience : None Required  
 Eligibility : None Required

### JOB SUMMARY

Under immediate supervision of the Section Head, performs clerical works, following detailed rules and procedures, performs the simplest routine professional work and does other related work:

### DUTIES AND RESPONSIBILITIES

1. Receives records and endorses outgoing and incoming communications.
2. Encodes and file communications, reports, proposals, cheque's vouchers, PR's and other related documents.
3. Maintains office reports and other documents.
4. Reproduces official communications / documents for dissemination to other units.
5. Processor of Cash outright or Guarantee Letter
6. Perform related tasks that may be assigned.

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%
<b>TOTAL</b>	<b>100%</b>

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**Initial Shortlisting**

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

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**Final Shortlisting**

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

Position : **(1) SOCIAL WELFARE OFFICER I**  
Item Number : **FONCR-COS-SOCWO1-000039**  
Salary Grade : **SG 11 / Php 25, 439.00**  
Vice : **AMAN, MARY ROSE, M.**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **STANDARDS 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 : **Bachelor's Degree in Social Work**  
Training : **Eight (8) hours of training in Case Management, Communication, and Facilitation**  
Experience : **Two (2) years of experience in handling Case Management and/or Project Management**  
Eligibility : **RA 1080 (Social Worker)**

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#### **JOB SUMMARY**

Under general supervision of Social Welfare Officer III and with some latitude for exercise of independent judgment, performs somewhat difficult, responsible professional work, some professional experience and broad knowledge on standard laws, guidelines and policies on registration, licensing, accreditation, solicitation, day care, pre-marriage counseling and social worker's managing court related cases.

#### **DUTIES AND RESPONSIBILITIES**

1. Review / enriched guidelines.
2. Conduct assessment for registration and licensing to intermediaries on SWD service delivery and provide technical assistance to NGOs in the implementation of their programs and services.
3. Review and prepare assessment report for Regional Solicitation and National Fundraising Campaign.
4. Update Masterlist of SWDAs, and Child Caring Agencies.
5. Review and acknowledge accomplishment report and financial statement of NGOs.
6. Institutionalize partnership that will strengthen registration, licensing, accreditation and monitoring functions among intermediaries.
7. Provide capability to intermediaries.
8. Conduct assessment / prepare feedback report on the referrals from other stakeholders.
9. Conduct monitoring visit and provide technical assistance to NGO.
10. Submission of reportorial requirements.
11. Determine the eligibility of NGO to operate as SWDA by reviewing its purpose with SEC.



12. Review, endorse and provide technical assistance on the application for Duty Free Entry.
13. Assist Area – Based Standards Network in all 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%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

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

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#### Final Shortlisting

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





Position : **(1) PROJECT EVALUATION OFFICER III**  
Item Number : **FONCR-COS-PEOIII-000055**  
Salary Grade : **SG 18 / Php 45, 203.00**  
Vice : **NEWLY CREATED POSITION WITH APPROVED  
AUTHORITY TO HIRE**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **POLICY DEVELOPMENT AND PLANNING SECTION**

#### **CSC - PRESCRIBED QUALIFICATION STANDARD**

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

#### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

Education : **Bachelor's Degree in Public Administration, Economics, Statistics, Community Development, Sociology or Social Work – or other related and allied courses with emphasis on social development issues, program management, project development and research or a related field**  
Training : **At least 32 hours of training related in planning, management, data analysis and utilization, research, monitoring and evaluation, and/or other related subjects.**  
Experience : **At least two (2) years of relevant professional experience in any or in combination along the following areas: social development, planning, monitoring, and evaluation. Experience in areas of social, economic, environment and/or humanitarian spheres relative to program evaluation, coordination, or related fields.**

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#### **JOB SUMMARY**

The Planning Officer (M&E Officer III) is responsible in assisting both the DC and the Planning Officer IV in fulfilling their functions as well as in providing technical assistance to the Offices in line with monitoring and evaluation. The Planning Officer is tasked to monitor and report the progress of the activities conducted, programs implemented and the performance of the Offices based on the assessment and evaluation of the reports they have submitted.

Along the implementation of the Department-wide M&E system, the Planning Officer will ensure that the reports (e.g., Results Framework/Results Matrix, M&E Plans, Assessment Reports, PREW documentation reports, HPMES Reports, etc.) submitted by the Offices were provided on time and follow the prescribed formats and minimum content requirements.

#### **DUTIES AND RESPONSIBILITIES**

1. Facilitates the revision/enhancement/development of the Field Office's objective hierarchy and logical framework matrix or results matrix (activities, processes, inputs, outputs, outcomes and impacts).
2. Determines information needs of the management along the assessment of performance.
3. Provides technical assistance to offices along the implementation of the department-wide M&E System (e.g., HPMES)
4. Develops/designs and implements capacity building plan and other training activities for Field Office Staff related to monitoring and evaluation.

5. Undertakes and facilitates activities for ODSUs to develop and implement the M&E plan.
6. Leads/participates in the development and conduct of monitoring and evaluation studies, working closely with other Offices/Divisions and stakeholders.
7. Performs 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%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

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

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#### Final Shortlisting

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





Position : **(1) SOCIAL WELFARE OFFICER II**  
Item Number : **FONCR-COS-SOCWO2-000057**  
Salary Grade : **SG 15 / Php 35, 097.00**  
Vice : **PIOL, CATHERINE L.**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **ADOPTION RESOURCE AND REFERRAL SECTION**

#### **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 : **Preferably with units in MS Social Work**  
Training : **Eight (8) hours of training in case management / counseling / communication / facilitation skills.**  
Experience : **Two (2) years of experience in handling case management and/or project management**

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#### **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 to case management, training, some experience and broad knowledge on adoption and foster care and does other related task 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 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 partner 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 data bank of RA 10165 Cases.
7. Implement advocacy campaigns and activities related to RA 10165.
8. Perform other related tasks as may be assigned.



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%
<b>TOTAL</b>	<b>100%</b>

#### **Initial Shortlisting**

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

0

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%.



Position : **(5) SOCIAL WELFARE ASSISTANT**  
Item Number : **FONCR-COS-SWASST-211173 - 211177**  
Salary Grade : **SG 8 / Php 18, 998.00**  
Vice : **NEWLY CREATED POSITION**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **CRISIS INTERVENTION SECTION**

#### **CSC - PRESCRIBED QUALIFICATION STANDARD**

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

#### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

Education : **Completion of Two Years in College preferably with units related to Social Sciences**  
Training : **At least eight (8) hours relevant training**  
Experience : **At least two (2) years relevant experience involving clerical jobs**

#### **JOB SUMMARY**

Under immediate supervision of the Section Head, performs clerical works, following detailed rules and procedures, performs the simplest routine and professional work and does other related work.

#### **DUTIES AND RESPONSIBILITIES**

1. Scheduling, planning, record-keeping, and taking inventory of supplies.
2. Accurately and efficiently encode all data that needs organizing and recording.
3. Verify the entered data accurately aligns with original documentation. Input, track, and maintain all encoded data and records to database.
4. Assisting Special Disbursing Officer in processing of liquidation of Cash outright or Guarantee Letter and assistance.
5. Reviews and records incoming and outgoing correspondence and endorse to Section Head for classification.
6. Performs other task as assigned.

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%
<b>TOTAL</b>	<b>100%</b>

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**Initial Shortlisting**

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

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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%.



Position : **(11) SOCIAL WELFARE OFFICER I**  
Item Number : **FONCR-COS-SOCWO1-211152 - 211162**  
Salary Grade : **SG 11 / Php 25, 439.00**  
Vice : **NEWLY CREATED POSITION**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **CRISIS INTERVENTION SECTION**

#### **CSC - PRESCRIBED QUALIFICATION STANDARD**

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

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#### **JOB SUMMARY**

Under the supervision of Section Head, conduct intake interview to clients seeking assistance to CIS through provision of Medical, Burial, Transportation and Educational Assistance. Prepare Social Case Study Report and manage special/intensive cases.

#### **DUTIES AND RESPONSIBILITIES**

1. Interview and assess clients in need of assistance that will fall under the provision of AICS guidelines.
2. Conduct orientation regarding the services offered by the Section.
3. Coordinating, providing initial action and assessment to client referred by the staff, and other referring party from DSWD NCR to different region.
4. Preparation of Social Case Summary Report and Referral Letters.
5. Provision of counseling / Psychosocial Support.
6. Handling Case Management for those clients in need of help for proper case disposition and conducts home visits to extend assistance and/or other services to families through
7. Coordination with different Service Providers such as Hospitals, Pharmacies, Funeral Homes, NGO's / LGU's and Residential Care Facilities and other related service providers needed by the client.
8. Facilitate coordination on the designated payout areas.
9. Maintains files, case load inventory, and data banks of clients served.
10. Prepare and submit reportorial requirements.
11. Performs other related functions.

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%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

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

0

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#### Final Shortlisting

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

Position : **(1) ADMINISTRATIVE OFFICER IV**  
Item Number : **FONCR-COS-ADOF4-2202018**  
Salary Grade : **SG 15 / Php 35, 097.00**  
Vice : **MINA, MARIEN B.**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **HUMAN RESOURCE WELFARE SECTION**

#### **CSC - PRESCRIBED QUALIFICATION STANDARD**

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

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#### **JOB SUMMARY**

Under HR Welfare Section supervision, perform functions involving completed staff work for action documents relevant to administrative concerns, monitor assignments under office jurisdiction, and do other related work as may be assigned.

#### **DUTIES AND RESPONSIBILITIES**

1. Prepares simple and difficult communication as per instruction of Supervisor.
2. Prepares show cause order and/or request for explanation.
3. Serve as Secretariat to Validation visit and/or Fact Finding Committee.
4. Transcribe Minutes of Meeting and other related activities needing documentation.
5. Coordinate with concerned offices for monitoring of deliverables.
6. Ensure submission of quarterly, semestral and annual report on Grievance Machinery and Progress Discipline
7. Facilitates advocacies, information dissemination to prevent occurrence of complaints and/or grievances
8. Assist in the implementation of AO 20 s 2018 or the EMPOWER Guideline
9. Assist in preparation and monitoring of WFP Implementation
10. Perform other functions as may be assigned from time to time.



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%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

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#### 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 30 2022 not later than 5:00 PM:

1. Application letter addressed to **Regional Director FERDINAND LAZARO D. BUDENG** (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](http://www.csc.gov.ph);
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period, (if applicable);
4. Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License, (if applicable);
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/FONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. For multiple applications, please submit separate application requirements for each desired position.
3. For walk-in applicants, please ensure to submit your documents with a clip fastener.
4. Present original or authenticated copies of the above documentary requirements for verification during filling of application.
5. 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.
6. Submission of applications **beyond the deadline** and **with incomplete attachments** **will not be accepted and shall mean automatic disqualification for the position you are applying for.**

  
**FERDINAND LAZARO D. BUDENG, MNSA**  
Regional Director