

NOTICE OF VACANCY

As of JUN 17 2022

Position : **(1) ADMINISTRATIVE ASSISTANT III**
Item Number : **FONCR-COS-ADAS3-2112110**
Salary Grade : **SG 9 / Php 20, 402.00**
Vice : **BAROLA, ROSANA G.**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **NAYON NG KABATAAN**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Completion of Two (2) years in College**
Training : **Four (4) hours of relevant training**
Experience : **One (1) year relevant experience**
Eligibility : **Career Service (Sub-Professional) – First Level Eligibility**

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Prepare and monitor voucher such as cash advance, liquidation, payment for supplies, bills, foodstuff and others.
2. Prepare Cash Disbursement Record.
3. Coordinate to FO's staff relative to procurement records.
4. Assist in the preparation and consolidation of Work and Financial Plan and other required reports for submission.
5. Monitor and review financial and status report of fund of the center.
6. Supervise and performs administrative works this includes encoding, records filing, and other skilled correspondence, certificates, worksheets, and the likes.
7. Attend General Staff Meeting, Service Unit Meetings, Committee Meetings and participate in other center related activities.
8. 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 **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 JUN 17 2022

Position : **(43) SOCIAL WELFARE OFFICER I**
Item Number : **FONCR-COS-SOCWO1-210113 - FONCR-COS-SOCWO1-210124 / FONCR-COS-SOCWO1-220155 - FONCR-COS-SOCWO1-220185**
Salary Grade : **SG 11 / Php 25, 439.00**
Vice : **NEWLY CREATED POSITIONS WITH APPROVED AUTHORITY TO HIRE**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **CRISIS INTERVENTION SECTION – MALASAKIT CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Social Work**
Training : **Four (4) hours of training in case management/ counseling/ communication/ facilitation**
Experience : **One (1) year 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 to case management training, some experience and broad knowledge on specific subject matter, and does other related tasks assigned.

DUTIES AND RESPONSIBILITIES

1. Profiling and data gathering of clients needing intervention within Metro Manila under the Malasakit Center Program.
2. Conduct Social Case Management with appropriate intervention at an assigned group of clients/individuals within the period.
3. Conduct Social Preparation and monitoring of the Malasakit beneficiaries based on hospital assignment.
4. Facilitate case conferences needing special attention.
5. Monitor and document the monthly calendar of activities and IDCB reports of Malasakit Center.
6. Implement capacity-building activities for Malasakit Center staff and partner stakeholders.

7. Prepare feedback reports and communication letters to hospitals, partner agencies, LGUs, and partner stakeholders relative to the program implementation.
8. Assist in the preparation of Annual, Semestral, and monthly reports

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 **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 : **(1) PROJECT DEVELOPMENT OFFICER II (GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST)**
 Item Number : **FONCR-COS-PDO2-001056**
 Salary Grade : **SG 15 / Php 35, 097.00**
 Vice : **NEWLY CREATED POSITION**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **DISASTER RESPONSE MANAGEMENT DIVISION**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's degree relevant to the job, preferably BS Geography, Geomatics Engineering, Information Technology, or other relevant Social Science courses**
 Training : **Sixteen (16) hours of relevant training preferably on Systems Analysis Design and Development, Database Management, Information Management and Analysis**
 Experience : **Two (2) years of relevant experience on database management application and administration, utilization of various computer-aided mapping applications and other relevant experiences in the implementation of DRRM programs, projects and activities (PPAs).**
 Eligibility : **Career Service (Professional) – Second Level Eligibility**

JOB SUMMARY

Under general supervision of Chief Social Welfare Officer / PDO III (Dromic Unit Head) and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining to training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Perform Predictive Analytics for Humanitarian Response.
2. Develop, utilize, and maintain spatial databases, spatial technologies and tools, and web GIS.
3. Perform mapping and spatial analyses.
4. Apply emerging and evolving technologies to current and upcoming organizational needs at the operational and tactical levels.
5. Assists in evaluating and piloting technologies prior to major investment or deployment.
6. Prepared required DRRM – related DROMIC reports.
7. Provide technical assistance to LGUs and other counterparts.
8. Perform other DROMIC – related works that may be assigned from time to time by the immediate supervisor and/or higher authorities.

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%.

Position : **(1) PROJECT DEVELOPMENT OFFICER II**
Item Number : **FONCR-COS-PDO2-000783**
Salary Grade : **SG 15 / Php 35, 097.00**
Vice : **IÑIGO, RICA, ORDOVES**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **DISASTER RESPONSE MANAGEMENT DIVISION**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree preferably in Education, Psychology, Social Work or other Allied Social Sciences**
Training : **At least with sixteen (16) hours of training along project management, monitoring and evaluation, project fiscal management and group facilitation**
Experience : **At least with one (1) year of experience involving project implementation, management, monitoring and evaluation, community organizing and budget management**
Eligibility : **Career Service (Professional) – Second Level Eligibility**

JOB SUMMARY

Under the general supervision of Chief Social Welfare Officer and Project Development Officer 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. Conceptualizes, plans and monitors the implementation of the programs in the section/unit
2. Helps and guides clients/beneficiaries in determining the viability of the projects in terms of marketability, profitability and sustainability.
3. Contributes to policy review and development for the improvement of the program, designs, strategies, systems, processes especially those pertaining to operations, monitoring and technical assistance to other PDOs.
4. Establishes partnerships with LGUs, NGOs, NGAs, and other private sector to widen the networks being mobilized in providing the SWD programs and services.
5. Implements projects, activities and budget disbursements according to approved Work and Financial Plan in order to ensure 100% of funds allocated are well-utilized and target activities are implemented as scheduled.
6. Checks and provides technical assistance to colleagues to ensure quality operations is undertaken per operation office.
7. Perform other tasks required by the supervisor and of the Agency

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.

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Second Shortlisting

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Position : **(1) ADMINISTRATIVE AIDE IV**
 Item Number : **FONCR-COS-ADA4-001070**
 Salary Grade : **SG 4 / Php 14, 993.00**
 Vice : **GARCIA, NINO PAULO M.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **BUDGET SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

He/She shall generally assist in the encoding and preparation of reports, sorting and filing of documents and augment in other field of duties in the Budget Section as need arises.

DUTIES AND RESPONSIBILITIES

1. Assists in the encoding and preparation of the following: Registry of Allotment Obligation and Disbursement (RAOD), Registry of Appropriations and Allotment (RAPAL), and Registry of Revenue and Other Receipts (RROR).
2. Encodes ORS via Budget Computerized System.
3. Sorts and files all ORS
4. 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

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Second Shortlisting

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Position : **(1) SOCIAL WELFARE OFFICER II**
 Item Number : **FONCR-COS-SOCWO2-001057**
 Salary Grade : **SG 15 / Php 35, 097.00**
 Vice : **PEREYRA, IDAH LORRAINE M.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **COMMUNITY BASED SERVICES SECTION –
INTERNATIONAL SOCIAL SERVICES OFFICE**

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 : **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, and Facilitation Skills**
 Experience : **At least 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 / 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 international social services and does other related task 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 prepare 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	
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TOTAL	100%

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 JUL 01 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;
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