
NOTICE OF VACANCY

As of July 08, 2022

Position : **SOCIAL WELFARE OFFICER V**
Item Number : **OSEC-DSWDB-SOCWO5-133-2004**
Salary Grade : **SG 24 / Php 88,410.00**
Vice : **SACEDOR, EDNA J.**
Status : **PERMANENT**
Place of Assignment : **FIELD OFFICE - NCR**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
Training : **40 hours of supervisory/ management learning and development intervention**
Experience : **4 years of management/supervisory experience**
Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferably with Master's Degree in Social Work**
Training : **40 hours of supervisory/ management learning and development intervention**
Experience : **4 years in supervising case management and implementation of programs along social protection or development**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under direct supervision of the Assistant Regional Director and with some latitude for the exercise of independent judgment, engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performing difficult work requiring training and considerable experience and intimate knowledge of case management / center management.

DUTIES AND RESPONSIBILITIES

1. Recommends and submits comments and inputs on policies to Policy and Plans Division for consolidation
2. Recommends HR development activities, strategies, approaches such as trainings, performance assessment, hiring and promotion
3. Establishes partnership with LGUs, NGAs and NGOs and other potential donors to augment on the resources needed for the operation of the center.
4. Provides technical assistance on case management
5. Attends to various inter-agency meetings regarding child protection programs to represent the region
6. Supervises the overall operations of the Center along its retained and center-based programs and services



7. Conducts regular monitoring to ensure fast movement of cases in all concerned agencies such as LGU, NGO, child caring agencies
8. Conducts general staff meetings in C/RCFs with other services to address and discuss respective concerns.
9. Reviews and dates case folders and output relevant to the cases in the center. Check the progress notes to ensure that all cases are up-to-date.

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 **80 % or 48 points on Education, Training and Experience (ETE)** .

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



Position : **ACCOUNTANT III**
Item Number : **OSEC-DSWDB-A3-157-2004**
Salary Grade : **SG 19 / Php 49,835.00**
Vice : **SINGSON, JOAN E.**
Status : **PERMANENT**
Place of Assignment : **ACCOUNTING SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Commerce/Business Administration
Major in Accounting**
Training : **8 hours relevant training**
Experience : **2 years relevant experience**
Eligibility : **RA 1080 (Certified Public Accountant)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Commerce/Business Administration
Major in Accounting**
Training : **8 hours relevant training**
Experience : **2 years relevant experience**
Eligibility : **RA 1080 (Certified Public Accountant)**

JOB SUMMARY

Under direction of the Chief Administrative Officer and with some latitude for the exercise of independent judgment, serves as Head of Accounting Section other organizational unit of similar import engaged in varied work ranging from routine to very difficult and responsible work, or performs exceptionally difficult and responsible work requiring training and considerable experience and demonstrated capacity for sound independent work and an intimate knowledge of a subject matter.

DUTIES AND RESPONSIBILITIES

1. Reviews payroll and other regular payments with due considerations to deductions(loans, mandatory deductions, taxes, etc);
2. Ensures compliance to financial policies with regards to payment of expenditures;
3. Reviews withholding and remittance of taxes;
4. Ensures accuracy, timeliness and completeness of financial reports;
5. Ensures that expenditures, income and other financial transactions are recorder in the books of accounts;
6. Ensures strict compliance to Generally Accepted Accounting Principles in the recording of financial transactions;
7. Reviews, analyzes and consolidates financial reports from regional offices
8. Ensures strict monitoring of cash advances, payables and receivables.



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 **80 % or 48 points on Education, Training and Experience (ETE)** .

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



Position : **SENIOR MANPOWER DEVELOPMENT OFFICER**
Item Number : **OSEC-DSWDB-SRMDO-338-2004**
Salary Grade : **SG 18 / Php 45,203.00**
Vice : **GALVERO, DANILO F.**
Status : **PERMANENT**
Place of Assignment : **REHABILITATION SHELTERED WORKSHOP**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree**
Training : **8 hours of relevant training**
Experience : **2 years of relevant experience**
Eligibility : **Career Service Professional / Second Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree preferably in Education, Psychology, Social Work or other Allied Social Sciences**
Training : **With eight (8) hours relevant training involving project monitoring and evaluation and budget management**
Experience : **At least with two (2) years supervisory/ managerial experience on marketing, project management related stints**
Eligibility : **Career Service Professional/ Second Level Eligibility**

JOB SUMMARY

Under general supervision of Social Welfare Officer V and with some latitude for the exercise of independent judgment, serves as the Officer-In-Charge in the absence of the center head, engaged in moderately responsible work requiring training and moderate experience or lower training but with considerable experience and very broad knowledge along training, project implementation and management.

DUTIES AND RESPONSIBILITIES

1. Interprets and translates applications and philosophy, policies and procedures, standards, method and techniques and recommends modification for effective implementation of training programs in the training center.
2. Administers, directs and provides technical supervision to projects being proposed along with the delivery of services in the center
3. Develops innovative means in promoting the products of clients in the center
4. Establishes partnerships and networks to mobilize in promoting the skills of the clients.
5. Reviews and consolidates all reports being submitted by staff under productivity services for onward submission to the center head
6. Supervises and provides technical assistance to colleagues in crafting proposals and other technical reportorial requirements.
7. Maintains records and systems of all the income earned per project
8. Drafts policies, concept paper along with the delivery of social welfare and development programs to address the concerns and needs of the clients.



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%
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TOTAL	100%

Initial Shortlisting Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

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



Position : **INFORMATION OFFICER II**
Item Number : **OSEC-DSWDB-INFO2-87-2004**
Salary Grade : **SG 15 / Php 35,097.00**
Vice : **MAGNO, KIM DALE P.**
Status : **PERMANENT**
Place of Assignment : **SOCIAL MARKETING OFFICE**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree**
Training : **4 hours of relevant training**
Experience : **1 year of relevant experience**
Eligibility : **Career Service Professional/ Second Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Graduate of Development Communication, Mass Communication, Information Management, Journalism or any other allied field**
Training : **At least 8 hours of training along communication programs and marketing strategies**
Experience : **2 years experience in communication and marketing of advocacy and development projects**
Eligibility : **Career Service Professional/ Second Level Eligibility**

JOB SUMMARY

Under general supervision of the Regional Director 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. Manages and supervises the formulation of social marketing and advocacy plans/ strategies to promote the Department's programs and services.
2. Establishes and implements monitoring and evaluation mechanism to gauge extent and effectiveness of programs implemented
3. Networks and coordinates with other offices and organizations in updating and enhancing advocacy and marketing points.
4. Writes/ develops news, articles and featured stories of target clients to promote and encourage support along with the implementation of various projects of the region.
5. Designs and develops brochures, tarpaulin, flyers and other IEC materials to showcase the programs and services of DSWD.
6. Collects data through interviews and other special events with photos necessary for the development of articles.
7. Organize media and other public information events to promote the best practices and experience of target beneficiaries and success stories of clients.
8. Prepares and monitors publicity and advocacy plans of the programs



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 on Education, Training and Experience (ETE)** .

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



Position : **SOCIAL WELFARE OFFICER II**
Item Number : **OSEC-DSWDB-SOCWO2-330-2004**
Salary Grade : **SG 15 / Php 35,097.00**
Vice : **ALCANTARA, ANTHONY L.**
Status : **PERMANENT**
Place of Assignment : **MALASAKIT CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

JOB SUMMARY

Under general supervision of the 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 on subject matter given 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 Head.
5. Prepares and submit case load inventory and calendar of activities
6. Maintains files, social case study reports and database 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**:

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 on Education, Training and Experience (ETE)** .

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



Position : **SOCIAL WELFARE OFFICER I**
Item Number : **OSEC-DSWDB-SOCWO1-149-2004**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **PANGILINAN, MERCY**
Status : **PERMANENT**
Place of Assignment : **LEARNING AND DEVELOPMENT 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 : **With at least four (4) hours of training on Group Dynamics, Human Behaviour Technical Writing, and Secretariat Services**
Experience : **With at least one (1) year of experience on facilitating training programs or experience as Secretariat**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under general supervision of TCS II (Division Chief) / AO V (Head) 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. Organizes the conduct of CBD activity including administrative needs by following the process flow from pre-training and post-training activities.
2. Act as Focal Person for Monitoring of Individual Development Plan of all staff.
3. Secures all participants profile/directory and attendance for maintenance and update of database.
4. Facilitates capability building activities/training
5. Reviews and updates CBD activities by monitoring activities if it is conducted or not as planned in the indicative calendar.
6. Encodes documentation/consolidation of participants
7. Act as Alternate Focal Person for Student Training Program
8. Plans team building with the training team by discussing the flow and content of the program of certain activities.
9. Act as Alternate Focal Person for Anti-Red Tape Unit
10. Acknowledge Feedback Reports
11. Provide TA on project proposals and syllabus, documentation report
12. Acknowledge, review of OCAT
13. Act as Resource Person for Orientation of programs and services and team building activities
14. Prepares RSO/RAO for personnel attending CBD Activity/Specialized Training
15. Act as facilitator for D/CRCFs initiated activities (upon request)



16. Prepares Project Proposals for implementation of capability building activities as stated in the annual calendar of activities.
17. Prepares Documentation Report and minutes of the meeting.
18. Conducts orientation on programs and services to students/interns, newly hired and other stakeholders to equip them with sufficient knowledge on various services of the region.
19. Coordinates or performs administrative functions necessary to deliver and document training programs.
20. Evaluates effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods.

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 on Education, Training and Experience (ETE)** .

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



Position : **SOCIAL WELFARE OFFICER I**
Item Number : **OSEC-DSWDB-SOCWO1-152-2004**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **BASA, HAIRA JEMINA M.**
Status : **PERMANENT**
Place of Assignment : **FOSTER CARE 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 : **Preferable with units in Masters in Social Work**
Training : **4 hours of training in case management/ counseling/ communication/ facilitation**
Experience : **1 year 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 case management requiring training, some experience and broad knowledge on adoption and foster care and does other related tasks 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 the 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 partners 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 databank 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**:

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%
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TOTAL	100%

Initial Shortlisting Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

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



Position : **SOCIAL WELFARE ASSISTANT**
Item Number : **OSEC-DSWDB-SOCWAS-261-2004**
Salary Grade : **SG 8 / Php 18,998.00**
Vice : **INES, CARISSA R.**
Status : **PERMANENT**
Place of Assignment : **OFFICE OF THE REGIONAL DIRECTOR**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of Two Years studies College**
Training : **4 hours of relevant training**
Experience : **1 year of relevant experience**
Eligibility : **Career Service Subprofessional / First Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Completion of two (2) years in college preferably with units related to Social Sciences, Business Administration/Management courses**
Training : **At least eight (8) hours training relevant to clerical, office management/ organization, records management, and computer-operation.**
Experience : **At least two (2) years relevant experience involving clerical jobs**
Eligibility : **Career Service Subprofessional / First Level Eligibility**

JOB SUMMARY

Under general supervision of the Regional Director / Supervising Administrative Officer with some latitude for the exercise of independent judgment and following detailed rules and procedures, performs the simplest routine professional work.

DUTIES AND RESPONSIBILITIES

1. Implements various programs, services and related activities to meet the needs of clients.
2. Takes inventory of supplies/ materials equipment.
3. Keeps records of stock received issued on hand for convenient retrieval
4. Reports shortages and damages/unserviceable supplies and materials
5. Prepares, receives and stores documents such as delivery receipts, bills and statements.
6. Reviews and records incoming and outgoing correspondence and gives them to the immediate supervisor for classification.
7. Reviews, sort records, copies and stamps incoming correspondence from institutions/ centers and refers to divisions concerned.
8. Keeps and maintains files of all records and documents.
9. Sorts and indexes all records pertaining to the different institutions/ centers.
10. Prepares and monitors publicity and advocacy plans of the programs



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	10%
Panel Interview	15%
IPCR or any related Performance Assessment/ Review	5%
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TOTAL	100%

Initial Shortlisting Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

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



Position : **ADMINISTRATIVE ASSISTANT I**
Item Number : **OSEC-DSWDB-ADAS1-135-2004**
Salary Grade : **SG 7 / Php 17,899.00**
Vice : **MANALASTAS, SHARLYN C.**
Status : **PERMANENT**
Place of Assignment : **PROTECTIVE SERVICES DIVISION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of Two Years studies College**
Training : **None Required**
Experience : **None Required**
Eligibility : **Career Service Subprofessional / First Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Office Management and Administration, Secretarial Course or any course relevant to the job**
Training : **8 hours of training along Administration and Records Management Strategies**
Experience : **1 year and above of experience in administrative tasks**
Eligibility : **Career Service Subprofessional / First Level Eligibility**

JOB SUMMARY

Under general supervision of the Social Welfare Officer V 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. Reviews, records, classifies and facilitates incoming/outgoing communications.
2. Encodes and files confidential correspondence, reports and other documents.
3. Keeps schedule of meetings and other activities of the Division Chief and the Division in general.
4. Keeps track of day to day communications.
5. Answers and exhibits polite and professional communication via phone call.
6. Makes travel arrangements for the Division Chief.
7. Serves as OPC/IPCR Secretariat and coordinates with OPC assigned Focal Persons with covered period.
8. Timely coordination with other Sections relative to Division's activities/tasks at hand.
9. Carries out other administrative tasks.

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 on Education, Training and Experience (ETE)** .

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



Position : **ADMINISTRATIVE AIDE IV (CLERK II)**
Item Number : **OSEC-DSWDB-ADA4-653-2004**
Salary Grade : **SG 4 / Php 14,993.00**
Vice : **DELA CRUZ, DANILO E.**
Status : **PERMANENT**
Place of Assignment : **REHABILITATION SHELTERED WORKSHOP**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of Two Years studies College**
Training : **None Required**
Experience : **None Required**
Eligibility : **Career Service Subprofessional / First Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Completion of Two Years studies College**
Training : **None Required**
Experience : **None Required**
Eligibility : **Career Service Subprofessional / First Level Eligibility**

JOB SUMMARY

Under general supervision , performs administrative support functions and activities like photocopying of documents, assisting in records management; assisting in setting up venues during meetings, in packaging reports, and documents, and other related administrative tasks when directed including the liaising services and does related works.

DUTIES AND RESPONSIBILITIES

1. Reviews and records incoming and outgoing correspondence and gives them to the immediate supervisor for classification.
2. Reviews, sort, records, copies and stamps incoming correspondence from institutions/ centers and refers to divisions concerned
3. Types routine correspondence, forms and endorsements.
4. Files copies and accomplishment reports and other forms
5. Keeps and maintains files of all records and documents.
6. Sorts and index all records pertaining to the different units, institutions and centres
7. Performs other duties as 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%
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TOTAL	100%

Initial Shortlisting Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

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



Position : **ADMINISTRATIVE AIDE IV (CLERK II)**
Item Number : **OSEC-DSWDB-ADA4-640-2004**
Salary Grade : **SG 4 / Php 14,993.00**
Vice : **DIZON, ALVIN CHRISTIAN D.**
Status : **PERMANENT**
Place of Assignment : **CASH SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of two years studies in college**
Training : **None Required**
Experience : **None Required**
Eligibility : **CS Subprofessional / First Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Financial Management / Business Administration**
Training : **None Required**
Experience : **None Required**
Eligibility : **CS Subprofessional / First Level Eligibility**

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Assists and facilitates the incoming/outgoing documents.
 2. Drafts/prepares generic simple memorandum/official communication for the department.
 3. Provides administrative support by receiving and making phone calls and attending to clients needs.
 4. Acts as support staff during training and conduct administrative/office-related activities.
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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)	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** on **Education, Training and Experience (ETE)** .

Second Shortlisting

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



Position : **NURSE II**
Item Number : **FONCR-CONTRACTUAL-NURS2-000201**
Salary Grade : **SG 16 / Php 38,150.00**
Vice : **CALSITA, MICHAEL ANDREW**
Status : **CONTRACTUAL**
Place of Assignment : **GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY AND OTHER SPECIAL CASES (GRACES)**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Nursing**
Training : **4 hours relevant training**
Experience : **1 year relevant experience**
Eligibility : **RA 1080 (Nurse)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Nursing**
Training : **With advanced training on nursing care with expertise in handling geriatric clients**
Experience : **At least one (1) year relevant experience in rendering nursing care in centers/ residential care facilities**
Eligibility : **RA 1080 (Nurse)**

JOB SUMMARY

Under the direction of Social Welfare Officer V and Medical Officer III 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. Maintains medical records of clients as reference of Medical Officers in diagnosing and providing treatment.
2. Promotes client's independence by establishing care goals to understand the condition and medications.
3. Assures quality of nursing care by adhering to therapeutic standards, assessing medical intervention undertaken, making or recommending necessary adjustments, following C/RCF protocol in providing proper medical service to clients.
4. Maintains medical supplies inventory by checking the stock to determine availability; anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
5. Ensures efficient and coordinated medical services by coordinating and planning clinic activities; communicates client's needs and makes referrals when necessary.
6. Administers and checks proper medication order as prescribed by the Medical Officer III and reviews drugs/medicines on stock to ensure that it does not exceed the expiration date.
7. Provides frequent client evaluation including monitoring vital signs and performing essential procedures during emergency situations.
8. Accompanies / Escorts the residents during referral to hospitals and clinics as well as discharge to families (if needed).

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 on Education, Training and Experience (ETE)** .

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



Position : **SOCIAL WELFARE OFFICER II**
Item Number : **FONCR-CONTRACTUAL-SOCWO2-000198**
Salary Grade : **SG 15 / Php 35,097.00**
Vice : **DARIA, ROSMEL O.**
Status : **CONTRACTUAL**
Place of Assignment : **GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY AND OTHER SPECIAL CASES (GRACES)**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

JOB SUMMARY

Under general supervision of the 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 on case management of senior citizens and does other related tasks assigned.

DUTIES AND RESPONSIBILITIES

1. Provides the senior citizen casework services including preparation of needed documents in the helping intervention in order to help the residents understand the implication of aging and how to adjust to it, to help them in their social economic and emotional adjustments affecting their social functioning
2. Conduct group work activities designed based on the residents' need and appropriateness to their age;
3. Conduct Intakes and interviews to residents as part of the case management;
4. Orients clients on house rules, regulations, introduces clients to other residents,
5. social workers and other staff
6. 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.
7. Implements rehabilitative services based on the treatment plan and prepares
8. Prepares and submit case load inventory and calendar of activities
9. Maintains files, social case study reports and databank of residents served.



10. Assists in the preparation of Annual Work Plans, Semestral Reports, Monthly Accomplishment Reports, and other Project Documentations in relation to the implementation of programs and activities of the Center
11. Submits regular evaluation of program implementation pointing out the gaps in
12. the service and suggest remedial measures on how the problems can be met in
13. their areas.
14. Accompanies/ escorts the resident during referral and or discharged to the family;
15. Attends meetings/seminars and workshops in relation to his/her professional growth.
16. Maintains a professional relationship with Partner agencies, offices including

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 on Education, Training and Experience (ETE)** .

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



Position : **SOCIAL WELFARE OFFICER I**
Item Number : **FONCR-CONTRACTUAL-SOCWO1-000207**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **DY, SHIENA MAE C.**
Status : **CONTRACTUAL**
Place of Assignment : **GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY AND OTHER SPECIAL CASES (GRACES)**

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 : **Preferable with units in Masters in Social Work**
Training : **4 hours of training in case management/ counseling/ communication/ facilitation**
Experience : **1 year 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 case management requiring training, some experience and broad knowledge on case management handling senior citizens and does other related task assigned.

DUTIES AND RESPONSIBILITIES

1. Provides the senior citizen casework services including preparation of needed documents in the helping intervention in order to help the residents understand the implication of aging and how to adjust to it, to help them in their social economic and emotional adjustments affecting their social functioning
2. Conduct group work activities designed based on the residents' need and appropriateness to their age;
3. Conduct Intakes and interviews to residents for further social assistance and case management;
4. Assists in the preparation of Annual Work Plans, Semestral Reports, Monthly Accomplishment Reports, and other Documentations in relation to the implementation of programs and activities of the Center.
5. Prepares documentations during meetings and other activities in relation to the program implementation.
6. Conducts profiling and maintains database of residents.
7. Conducts home visits to gather information and wider perspective of the residents and his/her family.
8. Prepares and submits reports needed on a regular basis.



9. Accompanies/escorts the resident during referral and/or discharge to the family.
10. Attends meetings/seminars and workshops in relation to his/her professional growth.
11. Maintains a professional relationship with partner agencies, offices including public and private SWDAs.

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 on Education, Training and Experience (ETE)** .

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



Position : **ADMINISTRATIVE ASSISTANT II**
Item Number : **FONCR-CONTRACTUAL-ADAS2-000065**
Salary Grade : **SG 8 / Php 18,998.00**
Vice : **LABASTIDA, JACQUILYN L.**
Status : **CONTRACTUAL**
Place of Assignment : **SOCIAL PENSION PROGRAM MANAGEMENT OFFICE**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of Two Years studies College**
Training : **4 hours relevant training**
Experience : **1 year relevant experience**
Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree**
Training : **4 hours relevant training**
Experience : **1 year relevant experience**
Eligibility : **None Required**

JOB SUMMARY

Administrative Assistant II has a main responsibility to assist the Social Welfare Officers in the over-all administration of Social Pension Program Management Office for the implementation of Social Pension for Indigent Senior Citizen.

DUTIES AND RESPONSIBILITIES

1. Monitor the incoming and outgoing office communications.
2. Maintained database of office communication.
3. Files office documents base on the basic records management and archival
4. Maintains records of office equipment inventory
5. Monitor office supplies and disbursement
6. Monitor the RAO and DV of SPPMO payout for signatures
7. Answers incoming phone calls.

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%
<hr/>	
TOTAL	100%

Initial Shortlisting Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

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



Position : **(6) PSYCHOLOGIST I**
Item Number : **OSEC-DSWDB-PSY1-103-2004 / OSEC-DSWDB-PSY1-107-2004 /
OSEC-DSWDB-PSY1-98-2004 / OSEC-DSWDB-PSY1-102-2004 /
OSEC-DSWDB-PSY1-106-2004 / OSEC-DSWDB-PSY1-100-2004**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **MEDEL, JERICHO D. / FLORES, JASMIN B. / TURINGAN,
ESTRELITA B. / TOLENTINO, SHEHERAZADE R. / ELIC, JOBEGAIL
V. / ARCAYA, DONNA MARIE**
Status : **PERMANENT**
Place of Assignment : **ELSIE GACHES VILLAGE / NATIONAL VOCATIONAL
REHABILITATION CENTER / PROTECTIVE SERVICES DIVISION /
MARILLAC HILLS / HAVEN FOR CHILDREN / HAVEN FOR WOMEN**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Master's Degree in Psychology**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 10029 (Psychologist)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Master's Degree in Psychology (Clinical Psychology)**
Training : **With relevant training on psychological assessment,
psychotherapy and counseling**
Experience : **At least with 1 year of experience on conducting
psychological assessment and counseling**
Eligibility : **RA 10029 (Psychologist)**

JOB SUMMARY

Under general supervision 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. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
2. Assesses client's needs, abilities, behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.



10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.
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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 on Education, Training and Experience (ETE)** .

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



Position : **PSYCHOLOGIST I**
Item Number : **FONCR-CASUAL-PSY1-000003**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **AREVALO, FAITH FRANCESA L.**
Status : **CASUAL**
Place of Assignment : **SANCTUARY CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Master's Degree in Psychology**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 10029 (Psychologist)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Master's Degree in Clinical Psychology**
Training : **With relevant training psychological assessment, psychotherapy and counseling**
Experience : **At least with 1 year of experience on conducting psychological assessment and counseling**
Eligibility : **RA 10029 (Psychologist)**

JOB SUMMARY

Under general supervision 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. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
2. Assesses client's needs, abilities, behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.



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 on Education, Training and Experience (ETE)** .

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



Position : **PSYCHOLOGIST III**
Item Number : **FONCR-CONTRACTUAL-PSY3-000187**
Salary Grade : **SG 18 / Php 45,203.00**
Vice : **NEWLY CREATED CY 2019**
Status : **CONTRACTUAL**
Place of Assignment : **NATIONAL VOCATIONAL REHABILITATION CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Master's Degree in Psychology (Clinical Psychology)**
Training : **16 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs**
Experience : **2 years of relevant experience involving the delivery of psychological services**
Eligibility : **RA 10029 (Psychologist)**

PREFERRED QUALIFICATION (COMPETENCY-BASED)

Education : **Master's Degree in Psychology**
Training : **With at least 24 relevant training hours on the delivery of psychological services which include psychological interventions, psychological assessment, and psychological programs**
Experience : **At least 3 years of relevant experience involving the delivery of psychological services**
Eligibility : **RA 10029 (Psychologist)**

JOB SUMMARY

Under general supervision of the Center Head 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. Supervises staff under the Psychological and Vocational Guidance Service of the center.
2. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
3. Assesses client's needs, abilities, behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
4. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
5. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
6. Counsels clients and staff when needed
7. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
8. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
9. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing



- psychological service.
10. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
 11. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.
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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 on Education, Training and Experience (ETE)** .

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



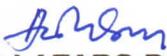
Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before **JULY 25 , 2022** not later than 5:00 PM:

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/FONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. Applicants who wish to apply for more than one (1) position, **must submit application documents for each position and plantilla item number.**
3. Present original or authenticated copies of the above documentary requirements for verification during filling of application
4. 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.
5. Submission of applications **beyond the deadline** and **with incomplete attachments** will **not be accepted and entertained.**


FERDINAND LAZARO D. BUDENG, MNSA
Regional Director