

NOTICE OF VACANCY

As of JUL 14 2022

Position : ONE (1) SOCIAL WELFARE OFFICER IV (REGIONAL CASE MANAGEMENT FOCAL PERSON)
Item Number : FONCR-PCONTRACTUAL-SOCWO4-000436
Salary Grade : SG 22 / Php 69,963.00
Vice : NEWLY-CREATED POSITION WITH APPROVED AUTHORITY TO HIRE DATED DECEMBER 22, 2020
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree in Social Work
Training : 16 hours of relevant training
Experience : 3 years of relevant experience
Eligibility : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Social Work
Training : 40 hours training in management and supervision, planning, organizing, frontline service, and gender-responsive case management
Experience : 3 years' experience in community organizing, case management and project management
Eligibility : RA 1080 (Social Worker)

JOB SUMMARY

The Social Welfare Officer IV (Regional Case Management Focal Person) shall be the focal person of the RPMO for Case Management (if appropriate) or other significant functions that may be recommended by the Regional Director to improve the efficiency and operational performance of the program.

DUTIES AND RESPONSIBILITIES

1. Acts as the Pantawid Pamilya regional focal person on case management.
2. Formulates road map of strategies to address categorization, prioritization, and resolution of high, medium, and low risks cases (i.e. not attending school cases, child protection and gender-based violence cases, among others).
3. Ensures that case management processes are followed by engagement, assessment, mutually agreed upon intervention planning and implementation, to referrals in coordination with C/MLs or and/or case managers and other actors/members of the case referral networks.
4. Coordinates closely with Social Welfare Officer IIIs at the cluster level to monitor status of cases, provides technical assistance if necessary and ensures that case conferences are consistently held for proper case disposition and resolution.
5. Provides technical assistance and support to other RPMO staff and to the Provincial Operations Offices whenever necessary.

6. Communicates effectively the various case management tools and recommends for their customization and enhancements, if appropriate and necessary, in order to come up with more comprehensive and integrative initiatives to improve HH beneficiaries' levels of well-being.
7. Serves as the resource person of the Field Office relative to case management, whenever necessary.
8. Analyzes trends in systems activities, identifies major issues and problems using GAD lens, and formulates and recommends strategies to address them.
9. Reviews and analyzes reports from POOs and looks for probable risks and to identify causes of potential bottlenecks in project implementation.
10. Coordinated with the POO related to case inventory and progress monitoring.
11. Consolidates and endorses regional case inventory systems and/or other equivalent case recording systems to appropriate users for progress monitoring and evaluation.
12. Monitors the administration of the Social Welfare Development Indicators (SWDI).
13. Assists in the implementation of DSWD Convergence Strategy. (e.g. City/Municipal Action Plan (CMAP), convergence initiative, community organizing and partnership).
14. Prepares regular and comprehensive reports.
15. Performs other related tasks as may be assigned by the Regional Program Coordinator or the Regional Program Manager.

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** of the maximum total score on the ETE.

Only those who obtained 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : THREE (3) PROJECT DEVELOPMENT OFFICER II (CITY LINK)
Item Number : FONCR-PCONTRACTUAL-PDO2-000428/
FONCR-PCONTRACTUAL-PDO2-000632/
FONCR-PCONTRACTUAL-PDO2-000459
Salary Grade : SG 15 / Php 35,097.00
Vice : DATU, RHICA JAIME P./ SIDEÑO, GIRLIE R./ BUÑOL, ROY A.
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 6 – NAVOTAS;
OPERATIONS OFFICE 1 – MANILA; OPERATIONS OFFICE 8 –
PARAÑAQUE)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : RA 1080 or CS Professional (Optional)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Social Work or Allied Social Science
Training : 4 hours of relevant training in planning and organizing, frontline services
Experience : 1 year of relevant experience along community organizing, case management, support to an organization or major/complex project
Eligibility : RA 1080 or CS Professional (Optional)

JOB SUMMARY

The Project Development Officer II (City Link) shall administer the systems and processes for the Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

DUTIES AND RESPONSIBILITIES

16. Maintain and monitor City/Municipal Caseload as follows:

- ✓ Total registration and enrollment – IDs, Oath of Commitment & LBP forms;
- ✓ No. of Households (HHs) with Cash Cards;
- ✓ Updated list of Schools – day care center, pre-school, elementary and high school;
- ✓ Updated list of health centers and health stations;
- ✓ No. of Parent Leaders;
- ✓ No. of HHs provided with other support programs and services;
- ✓ No. of HHs subjected to case management intervention;
- ✓ No. of HHs administered with SWDI;
- ✓ No. of HHs for graduation;
- ✓ No. of organized Parent Groups;
- ✓ No. of households for waive, delisting and/or graduation;

17. Facilitate conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other key stakeholders;
18. Facilitate, review and monitor submission of complaints and grievances through the LGU Links and parent leaders and other members of the community;
19. Prepare Supply Side Assessment results to LGU and partners;
20. Serve as secretariat to the Municipal Advisory Committee;

21. Prepare and submit records;
22. Prepare Case Summary reports of households with dysfunctional families and or/ whose HH members are in difficult circumstances and other Pantawid Admin and system related reports and submit to SWO III for review, inputs and Technical Assistance;
23. Conduct SWDI Enumerator/validation as assigned by the immediate supervisor in a year;
24. Conducts interviews, home visits, field visitation, counseling, and case management of the beneficiaries of the program (from the duties of SWO III);
25. Perform other related tasks that may be assigned related to the program.

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

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

Only those who obtained 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : ONE (1) ADMINISTRATIVE ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER)
Item Number : FONCR-PCONTRACTUAL-ADAS3-000375
Salary Grade : SG 9 / Php 20,402.00
Vice : CORTEZ, ROSTUM L.
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYA

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Sub-Professional/First Level Eligibility (Optional)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Sub-Professional/First Level Eligibility (Optional)

JOB SUMMARY

The Administrative Assistant III (Municipal Roving Bookkeeper) shall in charge of monitoring and reporting Conditional Cash Transfer (CCT) grants and assist in the actual payment of Over-The-Counter (OTC) payments.

DUTIES AND RESPONSIBILITIES

1. Coordinate with the Field Office's (FO) focal person on the schedule of OTC payments.
2. Gather the controlled Order of Payment and Acknowledgment Receipt (OP/AR) of the beneficiaries that are scheduled for OTC payment for the week and prepare for actual OTC payments.
3. Witness the actual OTC payments made by LBP servicing branch to each of the beneficiaries.
4. Ensure the true identification of the beneficiaries receiving OTC payments.
5. Ensure that the beneficiaries are able to sign the AR as proof of receipt of grant.
6. Sign the AR as witness during the OTC payment.
7. Provide the Financial Analyst (FA) with summary of AR signed by the beneficiaries receiving OTC payments for the day.
8. Encode the undersigned AR or unclaimed grants in the MRBUI.
9. Follow up the transmittal by the LBP servicing branch of the paid OP/AR to the FO.
10. Assist the FA in the preparation of the Summary of Expenses (SOE).



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 of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : **FOUR (4) SOCIAL WELFARE ASSISTANT**

Item Number : **FONCR-PCONTRACTUAL-SOCWAS-000759**
FONCR-PCONTRACTUAL-SOCWAS-000756
FONCR-PCONTRACTUAL-SOCWAS-000748
FONCR-PCONTRACTUAL-SOCWAS-000696

Salary Grade : **SG 8 / Php 18,998.00**

Vice : **TIMBANG, ANGIELOU C./ RIZALDO, JEROME G./ NEWLY-CREATED POSITION WITH APPROVED AUTHORITY TO HIRE DATED DECEMBER 22, 2020**

Status : **CONTRACTUAL**

Place of Assignment : **PANTAWID FAMILYA (OPERATIONS OFFICE 8 – LAS PIÑAS AND MUNTINLUPA)**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of Two-Years Studies in College**

Training : **4 hours of relevant training**

Experience : **1 year of relevant experience**

Eligibility : **CS Sub-Professional/First Level Eligibility (Optional)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Completion of Two-Years Studies in College**

Training : **4 hours of relevant training**

Experience : **1 year of relevant experience**

Eligibility : **CS Sub-Professional/First Level Eligibility (Optional)**

JOB SUMMARY

The Social Welfare Assistant shall assist the Project Development Officer II in the implementation of the programs and services and does other related tasks.

DUTIES AND RESPONSIBILITIES

1. Assist in the conduct of community/group assembly and registration.
2. Follow-up the intervention support to households and in compliance monitoring.
3. Conduct follow-up visits to ensure compliance of families to health and education conditionalities.
4. Provide logistical support in the conduct of capacity building activities for the beneficiaries such as family life education and counselling, parenting education, youth value formation and other family development/enrichment programs/activities.
5. Assist the Social/Case Worker/Community Facilitator in the management of cases e.g. referrals and coordination in the barangays.
6. Assist in encoding updates or progress of household beneficiaries in the database.
7. Document the scheduled community learning activities/CFDS.
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%
TOTAL	100%

Initial Shortlisting

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

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : ONE (1) FINANCIAL ANALYST II
Item Number : FONCR-PCOS-FA2-000770
Salary Grade : SG 15 / Php 35,097.00
Vice : BETEZ, JOANNA MAE P.
Status : CONTRACT OF SERVICE
Place of Assignment : PANTAWID PAMILYA (RPMO)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Professional/Second Level Eligibility (Optional)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Accounting
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : CS Professional/Second Level Eligibility (Optional)

JOB SUMMARY

The Financial Analyst II shall assist the Administrative Officer V in overseeing the community finance as a whole; shall ensure that requests for fund release are complete, accurate and valid before endorsing to the RPMO for funding; shall be in-charge of the administration of the eRFR system to ensure fast and accurate release of funds to the communities for the implementation of their approved sub-projects.

DUTIES AND RESPONSIBILITIES

1. Preparation of Financial Reports of Pantawid such as:
 - a. Annex A (1) – Statement of Financial Position
 - b. Annex B (1) – Statement of Financial Performance
 - c. Annex D (1) – Statement of Changes on Net Assets or Equity
2. Prepare cash flow 2021 DSWD-NCR Pantawid.
3. Prepare the journal entry voucher of cash disbursement journal (CDJ), ADA and check issued.
4. Encode all the journal entry voucher and other transactions in general ledger database.
5. Prepare notes to FS report.
6. Prepare and monitor the status of the inventory of supplies of Pantawid and ensure that all subsidiary ledger is updated.
7. Prepare and encode the RSMI to "Engas" database of accounting.
8. Processing of disbursement vouchers.
9. Consolidation of accounting reports.
10. Prepare related communications/memos.
11. Ensure that all JEV prepared Pantawid Finance and must properly endorse to FMS-FO with complete attachments.
12. Maintain book of accounts, general and subsidiary ledgers, records and files of financial transactions in accordance with generally accepted accounting principles.
13. Prepare/submit monthly, quarterly and annual financial reports and monitoring to DSWD Central Office.
14. Perform other tasks as may assigned by the Administrative Officer V.

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** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

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

Position : TWO (2) SOCIAL WELFARE OFFICER II
Item Number : FONCR-PCOS-SWOII-000003
FONCR-PCOS-SWOII-000001
Salary Grade : SG 15/ Php 35,097.00
Vice : CARDAÑO, CLARICEL R./ ESTACIO, IRISH MAE M.
Status : CONTRACT OF SERVICE
Place of Assignment : PANTAWID PAMILYA (RPMO)

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

JOB SUMMARY

The Social Welfare Officer II shall engage in the implementation of the program, ensure that the implementation of the program is in line with the procedures in accordance with the law.

DUTIES AND RESPONSIBILITIES

1. Integrates with the target community/ies to understand and gain acceptance using participatory processes to identify their needs, problems, capabilities and aspirations.
2. Conducts of community study and accomplishes profiles, spot map, etc. in the context of the Pantawid Pamilya and establishes baseline data as part of the monitoring and evaluation system.
3. Conducts rapid appraisal of existing People's Organizations in the community/ies as basis for possible engagement.
4. Coordinates and facilitate support of stakeholders of Pantawid Pamilya activities around community/LGU priorities.
5. Lobbies concerns to different agencies for support and augmentation of resources for Pantawid Pamilya organizational building.
6. Assists and monitors LAC functionality and to other needed institutional arrangements.
7. Establishes linkages for mobilization of resources for the conduct of activities.
8. Organizes and mobilizes members of the program for social development activities.
9. Initiates advocacy activities in relation to community organizing.
10. Coordinates with concerned programs, units, division in the conduct of community development such as advocacy and capacity building of members for development of people's organizations.
11. Monitors existing community organizing and/or community development activities such as urban gardening.
12. Maintains a journal and document experiences, learning, good practices for enhancement of program operations and policies with the help of other regional staff.

13. Maintains directory of stakeholders, People's Organizations' Leaders and other significant institutions/offices in the assigned LGU/s and community/ies.
14. Develops potential community volunteers from amongst the members of the program in carrying out work plan.
15. Attends to meeting and gathering as required by the program.
16. Fulfills reportorial requirements as established by the M&E system.
17. Perform other related 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** of the maximum total score on the ETE.

Only those who obtained a 75% or 45 points shall proceed to the next recruitment process.

Final Shortlisting

Top 5 highest rating 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 23 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) in the last rating period, (if applicable);
4. Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
5. Photocopy of Transcript of Records
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
8. Photocopy of Certificate/s of previous and present Employment (if applicable);
9. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
10. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).


The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.

NOTES:

1. For online submission of application, please access this link <https://bit.ly/FONCRrecruitment> and submit the scanned PDF copy of your credentials.
2. Applications sent through to recruitment.foncr@dswd.gov.ph must be present in a single "Portable Document Format" or PDF file.

The subject shall be: **APPLICATION FOR (POSITION/ASSIGNMENT) – (FULL NAME)**

3. For multiple applications, please submit separate application requirements for each desired position.
4. For walk-in applicants, please ensure to submit your documents with a clip fastener.
5. Present original or authenticated copies of the above documentary requirements for verification during filling of application.
6. 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.
7. 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