
NOTICE OF VACANCYAs of AUG 03 2022

Position : **(13) ADMINISTRATIVE ASSISTANT I**
Item Number : **FONCR-COS-ADAS1-2201126 - FONCR-COS-ADAS1-2201138**
Salary Grade : **SG 7 / Php 17, 899.00**
Vice : **NEWLY CREATED POSITION**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **CRISIS INTERVENTION SECTION – MALASAKIT CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of Two – years in College**
Training : **None Required**
Experience : **None Required**
Eligibility : **None Required**

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Receives, records and endorses outgoing and incoming communications;
2. Encodes and files communications, reports, proposals, cheques, vouchers, PRs and other related documents;
3. Maintains office reports and other documents;
4. Reproduces official communications/ documents for dissemination to other Units/ Sections;
5. Processor of Cash outright or Guarantee Letter;
6. Perform related tasks that may be assigned.

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

<u>E</u> ducation (E)	25%
<u>T</u> raining (T)	10%
<u>E</u> xperience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
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%.


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 AUG 18 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/FONCRrecruitment> 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

TLV/MLF/MIROM/CAV


NOTICE OF VACANCYAs of AUG 03 2022

Position : **(2) PROJECT DEVELOPMENT OFFICER II**
Item Number : **FONCR-COS-PDO2-2206002 / FONCR-COS-PDO2-2206003**
Salary Grade : **SG 15 / Php 35, 097.00**
Vice : **NEWLY CREATED POSITION**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **TECHNICAL ASSISTANCE AND RESOURCE
AUGMENTATION SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree preferably in Education, Psychology, Social Work or
other related Social Sciences**
Training : **Four (4) hours relevant training**
Experience : **At least one (1) year experience on program management, training
facilitation and technical writing, coordination and networking, effective
communication and facilitation is an advantage**
Eligibility : **None Required**

JOB SUMMARY

Under the general supervision of SWO III TARA Focal Person, the PDO II shall assist the TARA Focal in the monitoring of TARA plan implementation of 17 LGUs and submission of TARA related reports as a strategy to effectively and collectively address the TARA needs of the Region.

DUTIES AND RESPONSIBILITIES

1. Submit feedback reports on the monitoring visits.
2. Assist in the review of local social welfare and development situation based on the SPDR, FRAVR, Sectoral Plan and other relevant reports.
3. Assist in the formulation of 3-year TARA Plan in coordination with concerned sections and divisions in Field Office.
4. Assist in the preparation of Work and Financial Plan, project proposal, Quarterly HPMS, Accomplishment report, TARA Semestral report and other related reports.
5. Serves as cluster secretariat of LGU Coordinators in monitoring and documenting TARA activities.
6. Accomplish performance commitment and appraisal.

7. Perform other related tasks relative to TARA Implementation.

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.

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) ADMINISTRATIVE AIDE IV
 Item Number : FONCR-COS-ADA4-2206004
 Salary Grade : SG 4 / Php 14, 993.00
 Vice : NEWLY CREATED POSITION
 Status : CONTRACT OF SERVICE
 Place of Assignment : TECHNICAL ASSISTANCE AND RESOURCE AUGMENTATION SECTION

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's Degree in Office Management and other related course

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Assist and facilitate routing of TARA and HR documents.
2. Drafts / prepares generic simple memorandum/official communication for the department.
3. Provides administrative support by receiving and making calls and attending to clients' needs.
4. Acts as support staff during trainings and conduct administrative/ HR initiated activities.

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

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Second Shortlisting

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

Position : (1) ADMINISTRATIVE ASSISTANT III
 Item Number : FONCR-COS-ADAS3-2205006
 Salary Grade : SG 9 / Php 20, 402.00
 Vice : MIRANDA, RAFAEL D.
 Status : CONTRACT OF SERVICE
 Place of Assignment : GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY AND OTHER SPECIAL NEEDS

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of two (2) years in college preferably with units related to Business Management/ Public Administration/ Customs Administration
 Training : At least eight (8) hours of training relevant to procurement supply and property management (canvassing and purchasing), records management, and RA 9184
 Experience : At least two (2) years of relevant experience along procurement procedures
 Eligibility : None Required

JOB SUMMARY

Under general supervision of the Head of the Center. Performs some technical and direct administrative tasks to facilitate detailed compliance to RA 9184 also known as the "Government Procurement Reform Act", to serve the needs of the Center pertaining to supplies, properties, and foodstuff.

DUTIES AND RESPONSIBILITIES

1. Monitor the over-all Administrative concerns in coordination with other administrative staff of the Center.
2. Consolidates all Work and Financial Plan, PPMP and other related documents of the Center for submission to FO NCR.
3. Prepares and ensure prompt submission of monthly status of purchase requests, monitoring of project procurement management plan, monthly ICT report, etc.
4. Keep track of the records on the status and utilization of funds vis-à-vis budget.
5. Requests and ensure availability of cash advances and on time submission of liquidation reports for compliance to financial obligation of the Center.
6. Maintain records or files and physical count of items/equipment
7. Canvasses materials through searching for new suppliers for better quality products/items as well as better prices to ensure compliance with RA 9184

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Final Shortlisting

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Position : **(1) ADMINISTRATIVE AIDE IV**
 Item Number : **FONCR-COS-ADA4-000762**
 Salary Grade : **SG 4 / Php 14, 993.00**
 Vice : **GADIANE, RODRIGO B.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY AND OTHER SPECIAL NEEDS**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Assist and facilitates payroll preparation.
2. Drafts/prepares generic simple memorandum/official communication for the department.
3. Provides administrative support by receiving and making calls and attending to clients' needs.
4. Act as support staff during trainings and conduct administrative/HR initiated activities.

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Regional Director


TLV /M/PM/ROM/cav