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**NOTICE OF VACANCY**As of 08 AUG 2022

Position : **(1) TRAINING SPECIALIST II**  
Item Number : **FONCR-COS-TRNSP2-2208001**  
Salary Grade : **SG 15 / Php 35, 097.00**  
Vice : **NEWLY CREATED POSITION**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **LEARNING AND DEVELOPMENT SECTION**

**CSC - PRESCRIBED QUALIFICATION STANDARD**

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

**CSC – PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

Education : **Bachelor's degree preferably in Education, Psychology, Social Work or other Allied Social Sciences**  
Training : **With at least two (2) years of experience on facilitating training programs or experience as Secretariat**  
Experience : **With at least eight (8) hours or training on Group Dynamics, Human Behavior Technical Writing and Secretariat Services**  
Eligibility : **None Required**

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**JOB SUMMARY**

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

**DUTIES AND RESPONSIBILITIES**

1. Sectoral Assignment: NVRC, RSW, HFW, IHC, JFC, FMD, HRMDD, ORD, GASDD, PPD and OPRCC.
2. Acknowledgement of feedback reports.
3. Provide TA on project proposals and syllabus, documentation report.
4. Acknowledgement, Review and Consolidation of OCAT.
5. Act as Resource Person for orientation of programs and services and team building activities.
6. Organizes the conduct of CB activity.
7. Prepares RSO / RAO for personnel attending Cap. Building Activities / Specialized Training.
8. Acts as facilitator for CRCF/D's initiated activities (upon request).

9. Semestral Master list of Trained Staff.
10. Monthly monitoring of IDP.
11. Acts as facilitator / resource person during training and other capability building activities.
12. Prepares project proposals for implementation of capability building activities as stated in the annual calendar of activities.
13. Conducts orientation on programs and services to students/interns, newly-hired and other stakeholders to equip them with sufficient on various services of the region.
14. Coordinates or performs administrative functions necessary to deliver and document training programs.
15. Evaluates effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods.
16. Place students at centers and residential care facilities to perform their extended training for hands-on purposes.
17. Transcribes and prepares minutes of the meetings and documentation of activities.
18. Provides technical assistance to other staff especially in writing proposal, feedback report and other technical output.

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

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

### Initial Shortlisting

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

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 OFFICER IV**  
 Item Number : **FONCR-COS-ADOF4-2208002**  
 Salary Grade : **SG 15 / Php 35, 097.00**  
 Vice : **NEWLY CREATED POSITION**  
 Status : **CONTRACT OF SERVICE**  
 Place of Assignment : **HUMAN RESOURCE WELFARE SECTION**

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

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

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

Education : **Bachelor's degree preferably in along Behavioral Science, Public Administration, Political Science, and/or other Allied Social Sciences courses**  
 Training : **At least with two (2) years' experience in Technical Writing, Training, and Budget Management**  
 Experience : **At least with eight (8) hours of relevant training in Technical Writing, Training, and Budget Management**  
 Eligibility : **None Required**

#### **JOB SUMMARY**

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

#### **DUTIES AND RESPONSIBILITIES**

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

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

<u>E</u> ducation (E)	25%
<u>T</u> raini <u>ng</u> (T)	10%
<u>E</u> xperience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### **Initial Shortlisting**

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

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-PDO2-2112206**  
 Salary Grade : **SG 15 / Php 35, 097.00**  
 Vice : **CAPADOCIA, JOLINA P.**  
 Status : **CONTRACT OF SERVICE**  
 Place of Assignment : **NATIONAL VOCATIONAL REHABILITATION CENTER**

#### **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 : **Preferably Bachelor's Degree in Special Education**  
 Training : **120 hours training on handling Persons with Disabilities and Other Vulnerable Groups with special and challenging cases**  
 Experience : **At least one (1) year experience working in organization catering Persons with Disabilities and Other Vulnerable Groups**  
 Eligibility : **None Required**

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#### **JOB SUMMARY**

Provides basic knowledge and skills on functional literacy, daily home living, personality development, improvement of physical functioning and work habits to Persons with Disability and Other Vulnerable Group of Clients and does other related tasks.

#### **DUTIES AND RESPONSIBILITIES**

1. Teaches social rehabilitation related subject in preparation to a vocational course.
2. Submits assessment and evaluation reports on social rehabilitation trainee.
3. Participates in evaluation of training programs and recommends changes if needed.
4. Prepares budget estimates on supplies and materials needed in particular social and vocational courses.
5. Attends and participates in seminars, conferences, workshops, RTM and staff meetings.
6. Escorts and assist trainees in and out of Center's activities.
7. Participates in the evaluation of the particular training program area as well as in the formulation of policies, objectives and work plans.
8. Prepares and submits Work and Financial Plan and Procurement Project Management Plan.
9. Performs other related tasks as needed.

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

<u>E</u> ducation (E)	25%
<u>T</u> rainning (T)	10%
<u>E</u> xperience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

#### Initial Shortlisting

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

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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%.



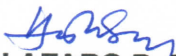
Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before 23 AUG 2022 not later than 5:00 PM:

1. Application letter addressed to **Regional Director FERDINAND LAZARO D. BUDENG** (Signifying the Position, **Item Number**, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period, (if applicable);
4. Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License, (if applicable);
5. Photocopy of Transcript of Records;
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
8. Photocopy of Certificate/s of previous and present Employment (if applicable);
9. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
10. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

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

**NOTES:**

1. For online submission of application, please access this link <https://bit.ly/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/MLFM/ROM/cav