

NOTICE OF VACANCY

As of 15 AUG 2022

Position : **(1) HOUSEPARENT I**
Item Number : **FONCR-COS-HP1-2112197**
Salary Grade : **SG 4 / Php 14, 993.00**
Vice : **HANTIC, NIÑA JASMIN H.**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **JOSE FABELLA CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **High School Graduate**
Training : **None Required**
Experience : **None Required**
Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **None Required**
Training : **None Required**
Experience : **At least one (1) year experience along provision of homelife service**
Eligibility : **None Required**

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Observes and reports any significant behavioral patterns of clients to the supervising Houseparent as reference of the rehabilitation team (e.g. incident, progress and behavioral report);
2. Administer medication to clients, in accordance to specific instructions provided by the Medical Officer in the absence of the nursing staff;
3. Prepare prescribed food such as for clients by following the instructions of Nutritionist Dietitian appropriately;
4. Leads educational activities such as reading, writing and participation in extracurricular activities in a bid to develop client's interest as part of learning process;
5. Provides direct care and supervision to able-bodied clients in the residential care facilities in performing daily cottage activities;
6. Manages distribution of resources of the cottage to ensure proper and efficient consumption;
7. Undertakes general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage;
8. Act as watcher in hospital and executive-on-duty when necessary.

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

<u>E</u> ducation (E)	15%
<u>T</u> raining (T)	15%
<u>E</u> xperience (E)	25%
Written Exam Special/Technical Exam	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting

Obtained **41.25 points** or **75%** of the maximum total score on ETE.

Only those who obtained the 41.25 points or 75% on ETE shall proceed to the next recruitment process.

Final Shortlisting

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

Position : **(1) ADMINISTRATIVE ASSISTANT I**
Item Number : **FONCR-COS-ADAS1-2208021**
Salary Grade : **SG 7 / Php 17, 899.00**
Vice : **NEWLY CREATED POSITION**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **CONTRACT MANAGEMENT UNIT**

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**
Training : **None Required**
Experience : **Experience and computer literacy required (MS Excel, MS Word and PowerPoint)**
Eligibility : **None Required**

JOB SUMMARY

The Administrative Assistant I will be responsible in the preparation of Contract / Purchase Order of transaction of the agency. She/he will also have active and constant coordination with the end-user and service provider/supplier.

DUTIES AND RESPONSIBILITIES

1. Prepare Purchase Orders (PO) based on BAC recommendations in the resolution and Abstract of Quotation for ICT equipment, advocacy/IEC materials, common office supplies, Board and Lodging/Lease of Venue/Meals Catering Services and Vehicle Repairs and Maintenance (For Complex Transactions)
2. Facilitate signing of P.O by the parties and routing for FMS funding and proper notarization;
3. Prepare and facilitate signing of Notice to Proceed (NTP) upon receipt of the signed, funded, and notarized contract, for applicable modality of procurement.
4. Serve the PO/contract and issue NTP to the Supplier/Service Provider.
5. Coordinate with both Supplier/End-user to Monitor and ensure compliance with the Terms and Conditions of the procurement contract such as the submission of deliverables or actual delivery of goods in the required quantity and quality within the specified timelines; Monitor contract management milestones and prepare progress chronology or accomplishment reports.
6. Coordinate with Property and Supply Asset Management Division (PSAMD), End-User OBSU and Inspection Committee on the delivery of goods, inspection and final acceptance, including preparation of Request for Inspection and Waste Materials Report.
7. Prepare Disbursement Vouchers and coordinate with the End-User/OBSU for completion of necessary supporting documents as well as coordinate with FMS for processing of payment to the supplier/service provider.
8. Coordinate with the PPMD and BAC Secretariat regarding proper and timely transmittal of procurement documents.

9. Assist in the routing and facilitation of procurement documents with End-User/OBSU and FMS.
10. Render additional services as authorized in the exigency of the service which shall be compensated accordingly.
11. Perform other related tasks as may be assigned by the immediate supervisor.

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

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

Initial Shortlisting

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

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

Second Shortlisting

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



Position : **(1) ADMINISTRATIVE OFFICER II**
Item Number : **FONCR-COS-ADOF2-2208020**
Salary Grade : **SG 11 / Php 25, 439.00**
Vice : **NEWLY CREATED POSITION**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **CONTRACT MANAGEMENT UNIT**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
Training : **None Required**
Experience : **None Required**
Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree**
Training : **Training on Administrative and Financial Service**
Experience : **Two (2) years' experience in Administrative Work**
Eligibility : **None Required**

JOB SUMMARY

Under the general supervision of the Chief Administrative Officer with some latitude to the Supervising Administrative Officer, executes technical and direct administrative tasks to facilitate and ensures compliance to RA 9184, ISO Approved Standard Operating Procedure (SOP) of the Administrative Service along procurement and general services, Commission on Audit (COA) Circulars, Departmental policies, guidelines and procedures, DBM circulars and other pertinent laws and issuances. The Administrative Officer II will also be responsible in the preparation and monitoring of Work and Financial Plan (WFP) and the Project Procurement Management Plan (PPMP) of the General Administrative Service Division (GASD) and adheres to perform other tasks given by the Chief Administrative Officer from time to time.

DUTIES AND RESPONSIBILITIES

1. Assist the Head of the Contract Management Unit (CMU) in monitoring compliance of suppliers, service providers and contractors to the terms and conditions of procurement contract.
2. Assist the Head of the Contract Management Unit in coordinating and negotiating with suppliers and service providers on problems/issues encountered in the procurement of goods and services.
3. Assist the Chief Administrative Officer and Administrative Officer V in preparing the report on utilities consumption of Field Office and centers/residential care facilities.
4. Assist the Administrative Officer V in preparing Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP) of the General Administrative Services Division (GASD).
5. Drafts letters, memoranda, project proposals, terms of reference, minutes of the meeting and other technical documents.
6. Participate in the evaluation of performance of security services, janitorial services as well as other suppliers and service providers.

7. Prepares financial and procurement documents relative to procurement of security and janitorial services.
8. Execute provision of technical assistance to various end-users along procurement activities.
9. Draft memoranda relative to compliance with guidelines, policies and procedures along general services and procurement.
10. Review and ensure implementation of projects/activities as planned in WFP/ PPMP.
11. Attend meetings, trainings, conferences, seminars and other official activities.
12. Performs other related tasks as may be assigned by the Chief Administrative Officer, Head of the Procurement Section and Contract Management Unit (CMU) from time to time.

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

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

Initial Shortlisting

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

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

Second Shortlisting

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

Position : **(1) HUMAN RESOURCE OFFICER I**
Item Number : **FONCR-COS-HRO1-000029**
Salary Grade : **SG 11 / Php 25, 439.00**
Vice : **ADONIS, VINCENT ADRIAN B.**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **HUMAN RESOURCE WELFARE SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
Training : **None Required**
Experience : **None Required**
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. Acts as a Focal Person of Health and Wellness Program
 - 1.1. Annual Physical Examination
 - 1.2. Drug Testing Program
 - 1.3. Tobacco Control Program
2. Acts as a Focal Person of Regional General Assembly
 - 2.1. Facilitate the Conduct of Quarterly Meeting
3. Acts as an Alternate Focal Person of the following:
 - 3.1. EMPOWER
 - 3.2. Prime HR (CSC)
 - 3.3. IDCB
4. Assist in monitoring of COVID-19 cases.
5. Maintain databank / digitization of Legal Cases.
6. Initiate Networking / Linkages with Partners for the implementation of Health and Wellness Program
7. Prepare Project Proposal for Health and Wellness Program, RGA and other tasks that may be assigned in Regional Activities.

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

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

Initial Shortlisting

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

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

Second Shortlisting

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

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 30 AUG 2022 not later than 5:00 PM:

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

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

NOTES:

1. For online submission of application, please access this link <https://bit.ly/FONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. For multiple applications, please submit separate application requirements for each desired position.
3. For walk-in applicants, please ensure to submit your documents with a clip fastener.
4. Present original or authenticated copies of the above documentary requirements for verification during filling of application.
5. All interested qualified next-in-rank employees with Permanent Status should submit the filled-out "next-in-rank intent to apply form" together with their credentials.
6. Submission of applications **beyond the deadline and with incomplete attachments will not be accepted and shall mean automatic disqualification for the position you are applying for.**


MONINA JOSEFINA H. ROMUALDEZ
Regional Director