

## NOTICE OF VACANCY

As of SEP 6 2022

Position : 12 PROJECT DEVELOPMENT OFFICER II (CITY LINK)  
Item Number : FONCR-PCONTRACTUAL-PDO2-000532  
FONCR-PCONTRACTUAL-PDO2-000214  
FONCR-PCONTRACTUAL-PDO2-000286  
FONCR-PCONTRACTUAL-PDO2-000510  
FONCR-PCONTRACTUAL-PDO2-000281  
FONCR-PCONTRACTUAL-PDO2-000254  
FONCR-PCONTRACTUAL-PDO2-000607  
FONCR-PCONTRACTUAL-PDO2-000624  
NEWLY-CREATED POSITION WITH APPROVED AUTHORITY TO  
HIRE DATED DECEMBER 22, 2020  
Salary Grade : SG 15 / Php 35,097.00  
Vice : ABAN, CATHERINE C./ LUCENA, GABRIEL S./ MAMALE, MARY  
JANE V./ ORDOVEZ, JOHN PAUL V./ PIAMONTE, JACQUELINE M./  
RAMIREZ, SYLVIA J./ TUNDAGUI, EDTHELEEN FAYE R./ NEWLY-  
CREATED POSITION WITH APPROVED AUTHORITY TO HIRE  
DATED DECEMBER 22, 2020  
Status : CONTRACTUAL  
Place of Assignment : PANTAWID PAMILYA

### 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

1. 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;
2. Facilitate conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other key stakeholders;
3. Facilitate, review and monitor submission of complaints and grievances through the LGU Links and parent leaders and other members of the community;
4. Prepare Supply Side Assessment results to LGU and partners;
5. Serve as secretariat to the Municipal Advisory Committee;
6. Prepare and submit records;
7. 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;
8. Conduct SWDI Enumerator/validation as assigned by the immediate supervisor in a year;
9. Conducts interviews, home visits, field visitation, counseling, and case management of the beneficiaries of the program (from the duties of SWO III);
10. 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%
<b>TOTAL</b>	<b>100%</b>

**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) PROJECT DEVELOPMENT OFFICER I  
 (MONITORING AND EVALUATION)  
 Item Number : FONCR-PCONTRACTUAL-PDO1-000080  
 FONCR-PCONTRACTUAL-PDO1-000445  
 Salary Grade : SG 11 / Php 25,439.00  
 Vice : CASAS, RHODORA A./ DEL CASTILLO, CHRISTIAN A.  
 Status : CONTRACTUAL  
 Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 6 –  
 MALABON, VALENZUELA, & NAVOTAS; OPERATIONS  
 OFFICE 9 – MAKATI, TAGUIG, PASAY, SAN JUAN &  
 PATEROS)

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

Education : Bachelor's degree relevant to the job  
 Training : None required  
 Experience : None required  
 Eligibility : CS Professional/Second Level Eligibility (Optional)

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

Education : Bachelor's degree relevant to the job  
 Training : None required  
 Experience : None required  
 Eligibility : CS Professional/Second Level Eligibility (Optional)

#### **JOB SUMMARY**

The Project Development Officer I (Monitoring and Evaluation) shall facilitate the consolidation and preparation of regular Provincial Accomplishment of Pantawid Pamilyang Pilipino Program as well as provision of input, technical support and conduct of monitoring at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

#### **DUTIES AND RESPONSIBILITIES**

1. Consolidate and prepare Quarterly, Semestral and Annual Provincial Accomplishment Report.
2. Provide inputs in the preparation of the Regional Work and Financial Plan.
3. Provide technical support in the implementation/conduct of Spot Checks, Impact Evaluation and other research activities.
4. Render technical assistance to provincial Monitoring and Evaluation Officers relative to preparation of technical reports.
5. Conduct field monitoring as required by the Regional Director.
6. Submit periodic and special reports as needed.
7. Recommend policies and/or strategies pertaining to planning, monitoring and evaluation, and research as needed.
8. Participate in the conduct of Regional Performance Review and Evaluation Workshop (PREW).

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 **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 : THREE (3) ADMINISTRATIVE ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER)  
Item Number : FONCR-PCONTRACTUAL-ADAS3-000040  
FONCR-PCONTRACTUAL-ADAS3-000390  
FONCR-PCONTRACTUAL-ADAS3-000043  
Salary Grade : SG 9 / Php 20,402.00  
Vice : CAMA, CRISTINA B./ BAXIMEN, CHARRY M./  
ENANO, EDNA E.  
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)

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#### 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).
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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%
<b>TOTAL</b>	<b>100%</b>

#### **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) SOCIAL WELFARE ASSISTANT (ASSISTANT AREA MONITORING AND EVALUATION)  
 Item Number : FONCR-PCONTRACTUAL-SOCWAS-000330  
 Salary Grade : SG 8 / Php 18,998.00  
 Vice : LLAGAS, MITCHEGAE D.  
 Status : CONTRACTUAL  
 Place of Assignment : PANTAWID PAMILYA (OPERATIONS OFFICE 6 – MALABON, NAVOTAS, AND VALENZUELA)

#### **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)

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#### **JOB SUMMARY**

The Social Welfare Assistant (Assistant Area Monitoring and Evaluation Officer) shall assist the Project Development Officer I (Monitoring and Evaluation) in the preparation of reportorial requirements of the Operations Office.

#### **DUTIES AND RESPONSIBILITIES**

1. Supports the Project Development Officer I (Monitoring and Evaluation Officer) on the preparation of reportorial requirements of the Operations Office.
  2. Assists in the conduct of Spot Checks, Impact Evaluation and other research activities.
  3. Assists the Project Development Officer I (Monitoring and Evaluation Officer) in updating the databank of the Operations Office.
  3. Aids in the preparation and submission of periodic and special reports.
  4. Participate and support in the conduct of Regional PREW.
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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%
<b>TOTAL</b>	<b>100%</b>

#### **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) ADMINISTRATIVE ASSISTANT II  
 Item Number : FONCR-PCONTRACTUAL-ADAS2-000116  
 Salary Grade : SG 8 / Php 18,998.00  
 Vice : MUSTRADO, MARVIN D.  
 Status : CONTRACTUAL  
 Place of Assignment : OPERATIONS OFFICE 3 (NORTH CALOOCAN)

#### **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 along technician, computer trouble shooting and equipment management  
 Experience : 1 year of relevant experience along technician, computer trouble shooting and equipment management  
 Eligibility : CS Sub-Professional/First Level Eligibility (Optional)

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#### **JOB SUMMARY**

The Administrative Assistant II shall perform administrative-related tasks such as receiving incoming and outgoing documents; shall provide assistance in preparing logistical support in the implementation of the program.

#### **DUTIES AND RESPONSIBILITIES**

1. Perform administrative support and clerical functions.
  2. Manage incoming and outgoing communications.
  3. Draft and encode communications, contracts, vouchers, RIVs, proposals and TEVs.
  4. Assist in coordinating the general services functions.
  5. Accomplish performance commitment and appraisal.
  6. Perform other related tasks.
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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%
<b>TOTAL</b>	<b>100%</b>

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**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 : (1) ADMINISTRATIVE ASSISTANT II  
 Item Number : (REGIONAL GENERAL TECHNICIAN)  
 Salary Grade : FONCR-PCONTRACTUAL-ADAS2-000108  
 Vice : SG 8 / Php 18,998.00  
 Status : DY ICO, ERIC P.  
 Place of Assignment : CONTRACTUAL  
 PANTAWID PAMILYA (RPMO)

#### 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 along technician, computer trouble shooting and equipment management  
 Experience : 1 year of relevant experience along technician, computer trouble shooting and equipment management  
 Eligibility : CS Sub-Professional/First Level Eligibility (Optional)

#### JOB SUMMARY

The Administrative Assistant II (Regional General Technician) shall perform along administrative -related tasks, troubleshooting computers, equipment management and will act as a general technician.

#### DUTIES AND RESPONSIBILITIES

1. Performs as general technician of both IT/NON-IT equipment and other machines.
2. Cleans and maintains both IT/NON-IT equipment and other machines and its peripherals.
3. Troubleshoots both IT/NON-IT equipment and other machines with proper configuration.
4. Helps set up both IT/NON-IT equipment and other machines with proper configuration.
5. Consults and works with other Pantawid Pamilyang Pilipino Program Management Information System Unit.
6. Conducts and organized system of receiving repair orders, recording problems, and following through with repairs.
7. Assists with other technology problems and equipment operations when possible.



8. Maintains both IT/NON-IT equipment and machines services repair center with appropriate supplies and equipment.
9. Provides emergency assistance as required to maintain regional program management.
10. Performs other duties as assigned by the Regional Program Coordinator.
11. 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%
<b>TOTAL</b>	<b>100%</b>

#### **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-SOCWO2-000002**  
                   : **FONCR-PCOS-SOCWO2-000014**  
 Salary Grade : **SG 15/ Php 35,097.00**  
 Vice : **VILLENA, JUDITH CLAIRE T/ GUZMAN, GENESIS B.**  
 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)**

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#### **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%
<b>TOTAL</b>	<b>100%</b>

#### 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) TRAINING SPECIALIST I  
 Item Number : FONCR-PCOS-TRNSP1-000001  
 Salary Grade : SG 11 / Php 25,439.00  
 Vice : SAPILAN, JEMAR R.  
 Status : CONTRACT OF SERVICE  
 Place of Assignment : PANTAWID PAMILYA (RPMO)

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

Education : Bachelor's degree relevant to the job  
 Training : None required  
 Experience : None required  
 Eligibility : CS Professional/Second Level Eligibility (Optional)

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

Education : Bachelor's degree preferably in Education, Psychology, Social Work or Allied Social Sciences  
 Training : None required  
 Experience : None required  
 Eligibility : CS Professional/Second Level Eligibility (Optional)

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#### **JOB SUMMARY**

The Training Specialist I develop, organize, conduct and facilitate capability building activities that would enhance the acquired competencies of the Pantawid Pamilya staff to effectively and efficiently perform their duties and implementers.

#### **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. Communicates with RPMO staff that concerns Capability Building activities by getting information or profiling of participants.
  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. Submits monthly capability building data report.
  8. Plans team building with the training team by discussing the flow and content of the program of the certain activity.
  9. Performs other related tasks relative to Pantawid program implementation.
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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%
<b>TOTAL</b>	<b>100%</b>

**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 : (1) ADMINISTRATIVE ASSISTANT III  
 (COMMUNITY DEVELOPMENT ASSISTANT)  
 Item Number : FONCR-PCOS-ADASIII-000010  
 Salary Grade : SG 9 / Php 20,402.00  
 Vice : NAVARRO, MARIA CAROLINA U.  
 Status : CONTRACT OF SERVICE  
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

#### 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 Professional/ First Level Eligibility (Optional)

#### JOB SUMMARY

The Administrative Assistant III (Community Development Assistant) shall perform administrative-related task as receiving incoming and outgoing documents; shall provide assistance in preparing logistical support in the implementation of the program.

#### DUTIES AND RESPONSIBILITIES

1. Oversee incoming and outgoing communications.
2. Type confidential correspondence, reports and other documents.
3. Maintain and update official files.
4. Keep all schedules and activities of the Deputy Program Manager.
5. Keep track of day to day communications.
6. Operate fax machine and transmit messages to FOs/other agencies.
7. Perform other related tasks 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> 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 **75%** of the maximum total score on ETE and only those who obtained an **average** percentile on the Initial Qualifying Test (IQT).

Only those who passed the IQT shall proceed to the next recruitment process

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

Position : **ONE (1) ADMINISTRATIVE AIDE IV (ENCODER)**  
 Item Number : **FONCR-PCOS-ADA4-000011**  
 Salary Grade : **SG 4 / Php 14,993.00**  
 Vice : **MANALOTO, ROBBY D.**  
 Status : **CONTRACT OF SERVICE**  
 Place of Assignment : **PANTAWID PAMILYA (RPMO)**

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

Education : **Completion of Two-Years Studies in College**  
 Training : **None required**  
 Experience : **None required**  
 Eligibility : **CS Professional/First Level Eligibility (Optional)**

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

Education : **Completion of Two-Years Studies in College**  
 Training : **None required**  
 Experience : **None required**  
 Eligibility : **CS Professional/First Level Eligibility (Optional)**

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#### **JOB SUMMARY**

The Administrative Aide IV (Encoder) position will handle periodical Compliance Verification and Beneficiary Update Form in the Pantawid Pamilyang Pilipino Program. These positions shall help in ensuring the efficiency and accuracy in the encoding of the beneficiaries' data profiles, compliance and all other vital updates required for encoding.

#### **DUTIES AND RESPONSIBILITIES**

1. Prepare compile and sort documents for data entry.
  2. Encodes accurately various forms into computer system.
  3. Compares data entered with source documents, re-enters data in verification format on screen to detect errors.
  4. Make sure that information is entered correctly and no mistake is being made during data entry operations.
  5. Records and report data discrepancies and gaps or source documents inconsistencies to the Regional/Provincial Systems Focal and/or CMTs.
  6. Performs any other administrative tasks such as document processing and records management.
  7. Prepares and maintain logbook of activities and tasks.
  8. Performs other tasks as the supervisor may assign within the prescribed office rules and regulations.
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Applicants should be guided by the following **Criteria for Evaluation**:

<u>E</u> ducation (E)	25%
<u>T</u> rainng (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 **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 SEP 21 2022 not later than 5:00 PM:

1. Application letter addressed to **Regional Director MONINA JOSEFINA HO 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);
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 valid PRC License (if applicable);
5. Photocopy of Transcript of Records;
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Training 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/FONCRrecruitmentuhub> and submit the scanned PDF copy of your credentials.
2. Applications sent through to [recruitment.foncr@dswd.gov.ph](mailto: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. Submission of applications beyond the deadline and with incomplete attachments will not be accepted and entertained.

  
**MONINA JOSEFINA HO ROMUALDEZ**  
 Regional Director