



## **NOTICE OF VACANCY**

As of <u>SEP 3 0 2022</u>

Position

(1) SOCIAL WELFARE OFFICER II FONCR-COS-SOCWO2-000057

Item Number Salary Grade

SG 15 / Php 35, 097.00

Vice Status PIOL, CATHERINE L.
CONTRACT OF SERVICE

Place of Assignment

ADOPTION RESOURCE AND REFERRAL SECTION

## CSC - PRESCRIBED QUALIFICATION STANDARD

Education

: Bachelor's Degree in Social Work: Four (4) hours of relevant training

Training Experience

: One (1) year of relevant experience

Eligibility

: RA 1080 (Social Worker)

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education

: Preferably with units in MS Social Work

Training

: Eight (8) hours of training in case management / counseling /

communication / facilitation skills

Experience

44

: Two (2) years of experience in handling case management and/or project

management

## JOB SUMMARY

Under general supervision of Social Welfare Officer V / IV / III and with some latitude for exercise of independent judgement, performs somewhat difficult, responsible professional work pertaining to case management, training, some experience on adoption and foster care and does other related task assigned.

- 1. Manage cases of regular Foster Care Parents / Families following the turn around period prescribed by RA 10165 and pertinent policies.
- Conduct bi-monthly/quarterly supervisory visits to children under foster care and submit monitoring reports within prescribed timeline.
- Facilitate issuance/renewal of Foster License (every 3 years) and Foster Placement Authority (every year), and provision of subsidies (monthly) to children under foster care following the prescribed turn-around period.
- Provide technical assistance to partner stakeholders, including Local Government Units (LGUs) and Child Placing Agencies (CPAs), on RA 10165 related concerns.



- 5. Prepare, update and submit Caseload Inventories on quarterly basis.
- 6. Update data bank of RA 10165 Cases.
- 7. Implement advocacy campaigns and activities related to RA 10165.
- 8. Perform other related tasks as may be assigned.

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.

Final Shortlisting

Top 5 ranking candidates but overall rating should not be

Item Number

SOCIAL WELFARE OFFICER I
FONCR-COS-SOCWO1-210109

Salary Grade

SG 11 / Php 25, 439.00

Vice

: TABBADA, FRANCISCA P. CONTRACT OF SERVICE

Status
Place of Assignment

: CRISIS INTERVENTION SECTION - MALASAKIT CENTER

## **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education

: Bachelor's Degree in Social Work

Training

: None Required : None Required

Experience Eligibility

: RA 1080 (Social Worker)

## PREFERRED QUALIFICATION (COMPETENCY-BASED)

Education

: Bachelor's Degree in Social Work

Training

: Four (4) hours of training in case management / counseling /

communication / facilitation

Experience

: One (1) year in handling case management and/or project management

Eligibility

: RA 1080 (Social Work)

## JOB SUMMARY

Under general supervision of Social Welfare Officer V / III and with some latitude for exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining to case management training, some experience and broad knowledge on specific subject matter, and does other related tasks assigned,

- 1. Profiling and data gathering of clients needing intervention within Metro Manila under the Malasakit Center Program.
- 2. Conduct Social Case Management with appropriate intervention at an assigned group of clients / individuals within the period.
- 3. Conduct Social Preparation and monitoring of the Malasakit beneficiaries based on hospital assignment.
- 4. Facilitate case conferences needing special attention.
- Monitor and document the monthly calendar of activities and IDCB reports of Malasakit Center.
- 6. Implement capacity-building activities for Malasakit Center staff and partner stakeholders.
- Prepare feedback reports and communication letters to hospitals, partner agencies, LGUs, and partner stakeholders relative to the program implementation.
- 8. Assist in the preparation of Annual, Semestral and monthly reports.

Education (E)	15%
Training (T)	15%
Experience (E)	25%
Written Exam	
Special/Technical Exam	30%
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.

than 80%.

Final Shortlisting Top 5 ranking candidates but overall rating should not be less

: (1) ADMINISTRATIVE ASSISTANT III (SENIOR

**BOOKKEEPER)** 

Item Number

FONCR-COS-SRBOOKKEEPER-000026

Salary Grade

: SG 9 / Php 20, 402.00

Vice Status

: RECULLP, MA. KRISTINE : CONTRACT OF SERVICE

Place of Assignment

: ACCOUNTING SECTION

## **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education

: Completion of Two-Years in College

Training

Four (4) hours relevant training

Experience

: One (1) year relevant experience

Eligibility

: None Required

## PREFERRED QUALIFICATION (COMPETENCY-BASED)

Education

: Completion of four – years studies in college, preferably on Accounting,

Banking and Finance, Financial Management, Business management

and/or other Commerce related course

Training Experience

: None Required

Experience Eligibility None RequiredNone Required

## JOB SUMMARY

The Administrative Assistant III will be responsible for the preparation of subsidiary ledger, demand letter for liquidation of cash advances, preparing and compliance to financial reports and processing of disbursement voucher for cash advances and liquidation documents.

- Preparation / update Subsidiary Ledger of various accounts (LGU's / NGA / GOCC & NGO).
- 2. Prepare / follow up demand letters for liquidation of cash advances to SDO's / AOE's / LGU's / GOCC's / NGA's / NGO's and other communication letters.
- Compliance to Reportorial Requirements.
- Prepare Cash Disbursement Journal of fund transfer and cash advances (COA-NCR) Fund 101, 151 & 162.
- 5. Prepare Cash Disburse Journal of liquidation of fund transfer and cash advances (COA-NCR) fund, 151 & 162.

Education (E)	15%
Training (T)	15%
Experience (E)	25%
Written Exam	
Special/Technical Exam	30%
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.

## Final Shortlisting

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

Position Item Number : (1) SOCIAL WELFARE OFFICER II

Salary Grade

FONCR-COS-SOCWO2-000037 SG 15 / Php 35, 097.00

Vice Status GARCIA, MARGARITA L.
CONTRACT OF SERVICE

Place of Assignment

: STANDARDS SECTION

## **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education Training : Bachelor's Degree in Social Work

Experience

: Four (4) hours of relevant training : One (1) year of relevant training

Eligibility

: RA 1080 (Social Worker)

## PREFERRED QUALIFICATION (COMPETENCY BASED)

Education

: Bachelor's Degree in Social Work

Training

: Eight (8) hours of relevant training in case management, communication,

facilitation

Experience

: Two (2) year of relevant experience in handling case management and/or

project management

## JOB SUMMARY

Under general supervision of Social Welfare Officer III and with some latitude for exercise of independent judgment, perform somewhat difficult, responsible professional work, some professional experience and broad knowledge on standard laws, guidelines and policies on registration, licensing, accreditation, solicitation, day care, pre-marriage counseling and social worker's managing court related cases.

- 1. Review / enriched guidelines.
- Conduct assessment for registration and licensing to intermediate on SWD service delivery and provide technical assistance to NGOs in the implementation of their programs and services.
- 3. Review and prepare assessment report for Regional Solicitation and National Fundraising Campaign.
- 4. Update Masterlist of SWDAs, Child Caring Agencies.
- 5. Review and acknowledge accomplishment report and financial statement of NGOs.
- 6. Institutionalize partnership that will strengthen registration, licensing, accreditation and monitoring functions among intermediaries.
- 7. Provide capability to intermediaries.
- 8. Conduct assessment / prepare feedback report on the referrals from other

## stakeholders

- 9. Conduct monitoring visit and provide technical assistance to NGO.
- 10. Submission of reportorial requirements.
- 11. Determine the eligibility of NGO to operate as SWDA by reviewing its purpose with SEC.
- 12. Review, endorse and provide TA on the application for Duty Free Entry.
- 13. Assist Area-Based Standards Network in all activities

Applicants should be guided by the following Criteria for Evaluation:

<u>E</u> duca	ion (E)	15%
Trainir	ng (T)	15%
<u>E</u> xperi	ence (E)	25%
Writter	Exam	
	Initial Qualifying Test (IQT)	10%
	Special/Technical Exam	15%
Panel	Interview	10%
	or any related Performance sment/ Review	5%
TOTA		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.

Final Shortlisting

Top 5 ranking candidates but overall rating should not be

Position Item Number : (1) SOCIAL WELFARE OFFICER I : FONCR-COS-SOCWO2-000039

Salary Grade Vice

SG 11 / Php 25, 439.00
AMAN, MARY ROSE M.
CONTRACT OF SERVICE
STANDARDS SECTION

Status
Place of Assignment

**CSC - PRESCRIBED QUALIFICATION STANDARD** 

Education Training Bachelor's Degree in Social Work
 Four (4) hours of relevant training
 One (1) year of relevant training

Experience Eligibility

: RA 1080 (Social Worker)

## PREFERRED QUALIFICATION (COMPETENCY BASED)

Education

: Bachelor's Degree in Social Work

Training

: Eight (8) hours of relevant training in case management, communication, facilitation

Experience :

: Two (2) year of relevant experience in handling case management and/or

project management

## JOB SUMMARY

Under general supervision of Social Welfare Officer III and with some latitude for exercise of independent judgment, perform somewhat difficult, responsible professional work, some professional experience and broad knowledge on standard laws, guidelines and policies on registration, licensing, accreditation, solicitation, day care, pre-marriage counseling and social worker's managing court related cases.

- 1. Review / enriched guidelines.
- Conduct assessment for registration and licensing to intermediate on SWD service delivery and provide technical assistance to NGOs in the implementation of their programs and services.
- 3. Review and prepare assessment report for Regional Solicitation and National Fundraising Campaign.
- 4. Update Masterlist of SWDAs, Child Caring Agencies.
- 5. Review and acknowledge accomplishment report and financial statement of NGOs.
- 6. Institutionalize partnership that will strengthen registration, licensing, accreditation and monitoring functions among intermediaries.
- 7. Provide capability to intermediaries.
- 8. Conduct assessment / prepare feedback report on the referrals from other

#### stakeholders

- 9. Conduct monitoring visit and provide technical assistance to NGO.
- 10. Submission of reportorial requirements.
- 11. Determine the eligibility of NGO to operate as SWDA by reviewing its purpose with SEC.
- 12. Review, endorse and provide TA on the application for Duty Free Entry.
- 13. Assist Area-Based Standards Network in all activities

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

Education (E)	15%
Training (T)	15%
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.

**Final Shortlisting** 

Top 5 ranking candidates but overall rating should not be

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 OCT 1 5 2022 not later than 5:00 PM:

- App ication letter addressed to Regional Director MONINA JOSEFINA HO ROMUALDEZ (Signifying the Position, <u>Item Number</u>, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
- 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;
- Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if appl cable)Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License:
- 4. Photocopy of Transcript of Records
- 5. Photocopy of Transcript Diploma;
- Photocopy of Certificates of relevant Learning and Development/Trainings attended;
- 7. Photocopy of Certificate/s of previous and present Employment (if applicable);
- 8. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
- 9. 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 <a href="https://bit.ly/FONCRrecruitmenthub">https://bit.ly/FONCRrecruitmenthub</a> 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 if 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 HO ROMUALDEZ
Regional Director

WIJL/M/M/ROM/Fe





## **NOTICE OF VACANCY**

As of \_\_\_\_\_SEP 3 0 2022

Position

(1) ADMINISTRATIVE AIDE IV

Item Number

FONCR-COS-ADA4-2112212

Salary Grade

SG 4 / Php 14, 993.00

Vice

GAVIA, DONNA A.

Status

CONTRACT OF SERVICE

Place of Assignment

NATIONAL VOCATIONAL REHABILITATION CENTER

## **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education

: Completion of Two-Years in College

Training Experience

None RequiredNone Required

Eligibility

: None Required

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education

: Completion of Two-Years in College or High School

Training Experience

None RequiredNone Required

Eligibility

: None Required

## JOB SUMMARY

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

- 1. Receives records and releases ROVs, Los, vouchers and letters.
- 2. Classifies, sorts outgoing and incoming correspondence and endorses to immediate supervisors.
- 3. Consolidates RIVs, prepares necessary materials, endorses new/sole/exclusive distributors/ manufacturers or authorized dealers
- 4. Types communications and maintains files and other documents in an orderly and systematic manner.
- 5. Performs liasoning tasks.
- Performs other elated tasks as needed.



Education (E)	25%
Training (T)	10%
Experience (E)	25%
Written Exam	
Initial Qualifying Test	(IQT) 10%
Special/Technical Ex	am 15%
Panel Interview	10%
IPCR or any related Performa Assessment/ Review	ince 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.

Final Shortlisting

Top 5 ranking candidates but overall rating should not be





## NOTICE OF VACANCY

As	of	

Position

(1) ADMINISTRATIVE OFFICER II

Item Number

FONCR-JO-ADOF2-000329

Salary Grade

SG 11 / Php 25, 439.00

Vice

ESTABILLO, NOEMI

Status
Place of Assignment

CONTRACT OF SERVICE
JOSE FABELLA CENTER

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

Education

: Bachelor's Degree in Psychology / AB Psychology

Training

: None Required : None Required

Experience Eligibility

: Career Service Professional / RA 1080 (Psychometrician)

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education

: With On-going Units in MA Psychology

Training

: At least one (1) year experience in conducting psychological

administration and assessment

Experience

: With relevant training in psychological assessment / counseling

Eligibility

: RA 1080 (Psychometrician)

## JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

- 1. Assists the psychologist with initial and comprehensive clinical assessments.\
- Administers psychological tests in aid of referral for psychiatric intervention, referral; to other services and formulation of psychological intervention for clients.
- Collaborates with other disciplines to ensure implementation of rehabilitation plan for clients.
- Counsels clients when needed.
- Presents findings during case conference to monitor the development of the case and formulation of rehabilitation plan.



- 6. Monitors use pf psychological test materials for the consumption of clients in the center.
- 7. Prepares psychometrician's report of clients to recommend appropriate rehabilitation plans for residents.
- 8. Conduct psycho-education and adjunct counseling to residents.
- 9. Prepares project proposals for activities related to psycho-social development residents.
- 10. Assume membership to assigned committees by the immediate supervisor and center head.

Education (E)	25%
Training (T)	10%
Experience (E)	25%
Writter 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.

Final Shortlisting

Top 5 ranking candidates but overall rating should not be

: (1) NURSE I

Item Number

: FONCR-COS-SOCWO2-210728

Salary Grade Vice SG 11 / Php 25, 439.00BATUYONG, BREN BRYAN

Status

CONTRACT OF SERVICE

Place of Assignment

: GOLDEN RECEPTION AND ACTION CENTER FOR THE

**ELDERLIES AND OTHER SPECIAL CASES** 

## CSC - PRESCRIBED QUALIFICATION STANDARD

Education

: Bachelor's Degree in Nursing

Training
Experience
Eligibility

None RequiredNone Required

: RA 1080 (Nurse)

## PREFERRED QUALIFICATION (COMPETENCY BASED)

Education

: Preferably with units in MS in Social Work

Training

: With advance training on nursing care with expertise in handling

geriatric service

Experience

: One (1) year of experience in rendering nursing care in centers /

residential care facilities

## JOB SUMMARY

Under general supervision of Social Welfare Officer V and with some latitude for exercise of independent judgment, perform somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

- Maintains medical records of residents as reference of Medical Officers in diagnosing and providing treatment.
- 2. Promotes residents' independence by establishing care goals to understand the condition and medications.
- Assures quality of nursing care by adhering to therapeutic standards, assessing medical intervention undertaken, making or recommending necessary adjustments; following C/CRF protocol in proving proper medical service to the residents.
- Maintains medical supplies inventory by checking stock to determine availability; anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
- Ensures efficient and coordinated medical services by coordinating and planning clinic activities; communicates residents needs and make referral when necessary.
- 6. Administers and checks proper medication order as prescribed by the Medical

Officer III and review drugs / medicines on stock to ensure that it does not exceed to the expiration date.

7. Provide frequent client evaluations including monitoring vital signs and perform essential procedures during emergency situations.

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

Education (E)	15%
Training (T)	15%
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.

Final Short isting

Top 5 ranking candidates but overall rating should not be

Status

(1) SOCIAL WELFARE OFFICER I

Item Number Salary Grade : FONCR-COS-SOCWO2-2203089

Salary Grade Vice SG 11 / Php 25, 439.00BISONGA, JENNYBEL E.CONTRACT OF SERVICE

Place of Assignment

GOLDEN RECEPTION AND ACTION CENTER FOR THE

**ELDERLIES AND OTHER SPECIAL CASES** 

## CSC - PRESCRIBED QUALIFICATION STANDARD

Education

: Bachelor's Degree in Social Work

Training Experience

: None Required : None Required

Eligibility

: RA 1080 (Social Worker)

## PREFERRED QUALIFICATION (COMPETENCY BASED)

Education

: Preferably with units in MS in Social Work

Training

: Four (4) hours of relevant training in case management, communication,

facilitation

Experience

: One (1) year of relevant experience in handling case management and/or

project management

## JOB SUMMARY

Under general supervision of Social Welfare Officer V / III and with some latitude for exercise of independent judgment, perform somewhat difficult, responsible professional work pertaining case management requiring training, some experience and broad knowledge on case management handling senior citizens and does other related ask assigned.

- Provides the senior citizen casework services including preparation of needed documents on the helping intervention in order to help the residents understand the implication of aging and how to adjust to it, to help them in their social economic and emotional adjustments affecting their social functioning.
- 2. Conduct group work activities designed based on the residents' need and appropriateness to their age;
- Conduct intakes and interviews to residents for further social assistance and case management;
- Assists in the preparation of Annual Work Plans, Semestral Reports, Monthly Accomplishment Reports, and other Documentations in relation to the implementation of programs and activities of the Center.
- 5. Prepares documentations during meetings and other activities in relation to the program implementation;

- 6. Corducts profiling and maintains database of residents.
- 7. Cor ducts home visits to gather information and wider perspective of the residents and his/her family.
- 8. Prepares and submit reports needed on a regular basis;
- Accompanies / escorts the resident during referral and or discharged to the family;
- 10. Attends meetings / seminars and workshops in relation to his / her professional growth.
- 11. Maintains a professional relationship with Partner agencies, offices including public and private SWDAs.

Education (E)	15%
Training (T)	15%
Experience (E)	25%
V/ritten 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.

**Final Shortlisting** 

Top 5 ranking candidates but overall rating should not be

: (2) HOUSEPARENT II

Item Number

: FONCR-COS-HP2-2202016 / FONCR-COS-HP2-2203049

Salary Grade

: SG 6 / Php 16, 877.00

Vice

: NEWLY CREATED POSITION DATED DECEMBER 29, 2021 AND

MARCH 15, 2022

Status

: CONTRACT OF SERVICE

Place of Assignment

: SANCTUARY CENTER

## **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education

: High School Graduate

Training

: None Required

Experience Eligibility None RequiredNone Required

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education

: High School Graduate

Training

: Handling persons needing palliative care/behavior

management

Experience

: Caregiving for elderly, persons with mental condition.

Eligibility

: None Required

#### JOB SUMMARY

The Houseparent II (HP II) is under general supervision and following detailed rules and procedures, performs the simplest, routine professional work. HP II is responsible in client management, dorm management and administrative functions.

- 1. Provides direct care and supervision to clients in the residential facilities in performing Activities of daily living (self-concept).
- 2. Manage distribution of resources of the cottage to ensure proper and efficient consumption.
- 3. Undertakes general household duties including cleaning and laundry in order to maintain cleanliness and orderliness of the cottage.
- 4. Under immediate supervision, performs the role of a parent to the clients under their care.
- Assist and lead clients to vocational skills training activities to help develop clients' mental stimulants, time occupancy and prevent symptoms occurrence through different activities.
- 6. Prepare and submit monthly, quarterly reports as basis on the indicators of social functioning of clients.
- 7. Functions as hospital watcher as need arises to clients incurred with illness.
- Act as Executive on Duty being a senior staff.

Education (E)	15%
Training (T)	15%
Experience (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.

Second Shortl sting

Top 5 ranking candidates but overall rating should not be

Item Number

: (1) NUTRITIONIST DIETITIAN I : FONCR-COS-ND1-2203057

Salary Grade

SG 11 / Php 25, 439.00

Vice

: NEWLY CREATED POSITION DATED DECEMBER 08, 2021

Status
Place of Assignment

: CONTRACT OF SERVICE : HAVEN FOR CHILDREN

## **CSC - PRESCRIBED QUALIFICATION STANDARD**

Education

: Bachelor's Degree in Nutrition, Dietetics or Community Nutrition

Training Experience

: None Required : None Required

Experience

: RA 1080 (Nutritionist Dietitian)

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education Training Bachelor's Degree in Nutrition, Dietetics or Community Nutrition
 Completion of training course along food service management and

public nutrition services

Experience Eligibility

: At least one (1) year experience along public/community health service

: RA 1080 (Nutritionist Dietitian)

## JOB SUMMARY

Under general supervision of Social Welfare Officer V and Medical Specialist I and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

- 1. Facilitates distribution of meals to clients and observes recommended dietary and nutrients schedules.
- 2. Provides guidance on the development of healthy eating habits to ensure that dietary requirements of the clients are met.
- Estimates and prepares documents for purchases of food supplies and equipment (proposals, purchase requests); receiving, checking and taking inventories of food supplies.
- 4. Prepares daily meal patterns that combines food habits with remedial needs of clients and keeps responses and progress to new clients.
- Promotes better nutrition by educating clients and staff about diet, nutrition and the relationship between good learning sessions and/or distribution of IEC materials.
- Leads nutrition related activities to encourage prevention and health promotion in RCFs.

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

Initial Shortlisting

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

Final Shortlisting

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

Item Number

Vice

Salary Grade

Status Place of Assignment : (1) NUTRITIONIST DIETITIAN I

FONCR-COS-ND1-2112122

SG 11 / Php 25, 439.00

: SAN DIEGO, YNATALIA V. : CONTRACT OF SERVICE

: HAVEN FOR WOMEN

## CSC - PRESCRIBED QUALIFICATION STANDARD

Education

: Bachelor's Degree in Nutrition, Dietetics or Community Nutrition

Training Experience

: None Required : None Required

Eligibility

: RA 1080 (Nutritionist Dietitian)

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education Training Experience : Bachelor's Degree in Nutrition, Dietetics or Community Nutrition : Completion of training course along food service management : At least one (1) year experience along public health service

Eligibility

: RA 1080 (Nutritionist Dietitian)

## JOB SUMMARY

Under general supervision of Social Welfare Officer V and Medical Specialist I and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

- Facilitates distribution of meals to clients and observes recommended dietary and nutrients schedules.
- Provides guidance on the development of healthy eating habits to ensure that dietary requirements of the clients are met.
- Estimates and prepares documents for purchases of food supplies and equipment (proposals, purchase requests); receiving, checking and taking inventories of food supplies.
- 4. Prepares daily meal patterns that combines food habits with remedial needs of clients and keeps responses and progress to new clients.
- 5. Promotes better nutrition by educating clients and staff about diet, nutrition and the relationship between good learning sessions and/or distribution of IEC materials.
- 6. Leads hutrition related activities to encourage prevention and health promotion in RCFs.

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  ${\bf 45}~{\bf points}$  or  ${\bf 75\%}$  of the maximum total score on

ETE.

**Final Shortlisting** 

Top 5 ranking candidates but overall rating should not be

: (1) TEACHER

Item Number

: FONCR-COS-TCHR-211110

Salary Grade

: SG 11 / Php 25, 439.00

Vice

: NEWLY CREATED POSITION DATED NOVEMBER 11, 2021

Status

: CONTRACT OF SERVICE

Place of Assignment

RECEPTION AND STUDY CENTER FOR CHILDREN

## CSC - PRESCRIBED QUALIFICATION STANDARD

Education

: Bachelor's Degree in Elementary Education

Training Experience : None Required : None Required

Eligibility

: RA 1080 (Professional Teacher)

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education

: Bachelor's Degree in Elementary Education with Specialization in Early

Childhood Education or Special Education

Training

: Four (4) hours relevant training

Experience

: One (1) year relevant teaching experience

Eligibility

: RA 1080 (Professional Teacher)

#### JOB SUMMARY

Under the supervision of Psychologist I and the Center Head, and with some latitude for the exercise of independent judgment, performs responsible and professional work, and shows experience and knowledge with work related functions. General tasks are classroom teaching, paper works and other assignments that may be given from time to time.

- Applies mastery of content knowledge across learning areas.
- Facilitates learning using variety of materials and resources, appropriate and innovative teaching strategies and classroom management practices.
- Manages an environment conductive to learning. Organize and lead activities designed to promote physical, mental, and social development of students.
- 4. Implements and supervises curricular and other activities and programs to support learning.
- 5. Monitors and evaluates students' progress and undertakes activities to improve performance.
- 6. Maintains updated records of students' progress. Prepares reports as required.
- Attend case conferences, parent-teacher meetings, serve as coordinators for school activities.
- 8. Do administrative tasks and duties needed.
- 9. Select, store, order, issue and inventory of classroom equipment, materials and supplies.
- 10. Works with relevant stakeholders or donors, both internal and external, to promote learning and improve school performances.
- 11. Attend as staff escort to community exposures and outings as needed

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

**Final Shortlisting** 

Top 5 ranking candidates but overall rating should not be

: (1) DENTIST II

Item Number

: FONCR-COS-DENT2-2112125

Salary Grade

: SG 17 / Php 41, 508.00

Vice

: NEWLY CREATED POSITION DATED DECEMBER 22, 2022

Status

: CONTRACT OF SERVICE

Place of Assignment

: HAVEN FOR WOMEN

#### CSC - PRESCRIBED QUALIFICATION STANDARD

Education

: Doctor of Dental Medicine or Dental Surgery

Training

: One (1) year of relevant experience

Experience

: Four (4) hours of relevant training

Eligibility

: RA 1080 (Dentist)

#### JOB SUMMARY

Under the direction of Center Head and substantial latitude for the exercise of independent judgment performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge along dental health program.

- Prescribes medications such as antibiotics when necessary to avoid infection. after extraction.
- Administer anesthetics to limit the amount of pain experiences by clients during procedures.
- 3. Examine teeth, gums and related tissues using dental instruments and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities and plan appropriate treatments.
- 4. Advise and instruct clients regarding preventive dental care, the causes and treatment of dental problems and oral health care services.
- 5. Diagnose and treat diseases, injuries, and malformations of teeth, guns and related oral structures, and provide preventive and corrective services.
- Maintains dental records and database of clients served and checks its progress to ensure that proper dental service being given.

Education (E)	20%
Training (T)	15%
Experience (E)	25%
Written Exam	
Initial Qualifying Test (IQT)	5%
Special/Technical Exam	20%
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.

Final Shortlisting

Top 5 ranking candidates but overall rating should not be

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 not later than 5:00 PM:

- Application letter addressed to Regional Director MONINA JOSEFINA HO ROMUA\_DEZ (Signifying the Position, <u>Item Number</u>, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
- 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;
- 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:

- For online submission of application, please access this link https://bt.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 if 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 <u>beyond the deadline</u> and <u>with incomplete</u> <u>attachments will not be accepted and shall mean automatic disqualification</u> for the position you are applying for.

MONINA JOSEFINA HO ROMUALDEZ

Regional Director

MJJL/MLFM/RAM/mglb