

NOTICE OF VACANCY

As of OCT 07 2022

Position : **SOCIAL WELFARE OFFICER V**
Item Number : **OSEC-DSWDB-SOCWO5-130-2004**
Salary Grade : **SG 24 / Php 88,410.00**
Vice : **DE GUZMAN, MARIA CLARA P.**
Status : **PERMANENT**
Place of Assignment : **FIELD OFFICE - NCR**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
Training : **40 hours of supervisory/ management learning and development intervention**
Experience : **4 years of management/supervisory experience**
Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferably with Master's Degree in Social Work**
Training : **40 hours of supervisory/ management learning and development intervention**
Experience : **4 years in supervising case management and implementation of programs along social protection or development**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under direct supervision of the Assistant Regional Director and with some latitude for the exercise of independent judgment, engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performing difficult work requiring training and considerable experience and intimate knowledge of case management / center management.

DUTIES AND RESPONSIBILITIES

1. Recommends and submits comments and inputs on policies to Policy and Plans Division for consolidation
2. Recommends HR development activities, strategies, approaches such as trainings, performance assessment, hiring and promotion
3. Establishes partnership with LGUs, NGAs and NGOs and other potential donors to augment on the resources needed for the operation of the center.
4. Provides technical assistance on case management
5. Attends to various inter-agency meetings regarding child protection programs to represent the region
6. Supervises the overall operations of the Center along its retained and center-based programs and services

7. Conducts regular monitoring to ensure fast movement of cases in all concerned agencies such as LGU, NGO, child caring agencies
8. Conducts general staff meetings in C/RCFs with other services to address and discuss respective concerns.
9. Reviews and dates case folders and output relevant to the cases in the center. Check the progress notes to ensure that all cases are up-to-date.

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 **80 % or 48 points on Education, Training and Experience (ETE)** .

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

Position	: SOCIAL WELFARE OFFICER V
Item Number	: OSEC-DSWDB-SOCWO5-139-2004
Salary Grade	: SG 24 / Php 88,410.00
Vice	: LOZA, MANUELA M.
Status	: PERMANENT
Place of Assignment	: FIELD OFFICE - NCR

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	: Bachelor's Degree in Social Work
Training	: 40 hours of supervisory/ management learning and development intervention
Experience	: 4 years of management/supervisory experience
Eligibility	: RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	: Preferably with Master's Degree in Social Work
Training	: 40 hours of supervisory/ management learning and development intervention
Experience	: 4 years in supervising case management and implementation of programs along social protection or development
Eligibility	: RA 1080 (Social Worker)

JOB SUMMARY

Under direct supervision of the Assistant Regional Director and with some latitude for the exercise of independent judgment, engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performing difficult work requiring training and considerable experience and intimate knowledge of case management / center management.

DUTIES AND RESPONSIBILITIES

1. Recommends and submits comments and inputs on policies to Policy and Plans Division for consolidation
2. Recommends HR development activities, strategies, approaches such as trainings, performance assessment, hiring and promotion
3. Establishes partnership with LGUs, NGAs and NGOs and other potential donors to augment on the resources needed for the operation of the center.
4. Provides technical assistance on case management
5. Attends to various inter-agency meetings regarding child protection programs to represent the region
6. Supervises the overall operations of the Center along its retained and center-based programs and services
7. Conducts regular monitoring to ensure fast movement of cases in all concerned agencies such as LGU, NGO, child caring agencies
8. Conducts general staff meetings in C/RCFs with other services to address and discuss respective concerns.
9. Reviews and dates case folders and output relevant to the cases in the center. Check the progress notes to ensure that all cases are up-to-date.

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 **80 % or 48 points** on **Education, Training and Experience (ETE)** .

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

Position : **SOCIAL WELFARE OFFICER V**
 Item Number : **OSEC-DSWDB-SOCWO5-132-2004**
 Salary Grade : **SG 24 / Php 88,410.00**
 Vice : **VALENTINO, TERESITA L.**
 Status : **PERMANENT**
 Place of Assignment : **ELSIE GACHES VILLAGE**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
 Training : **40 hours of supervisory/ management learning and development intervention**
 Experience : **4 years of management/supervisory experience**
 Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferably with Master's Degree in Social Work**
 Training : **40 hours of supervisory/ management learning and development intervention**
 Experience : **4 years in supervising case management and implementation of programs along social protection or development**
 Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under direct supervision of the Assistant Regional Director and with some latitude for the exercise of independent judgment, engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performing difficult work requiring training and considerable experience and intimate knowledge of case management / center management.

DUTIES AND RESPONSIBILITIES

1. Recommends and submits comments and inputs on policies to Policy and Plans Division for consolidation
2. Recommends HR development activities, strategies, approaches such as trainings, performance assessment, hiring and promotion
3. Establishes partnership with LGUs, NGAs and NGOs and other potential donors to augment on the resources needed for the operation of the center.
4. Provides technical assistance on case management
5. Attends to various inter-agency meetings regarding child protection programs to represent the region
6. Supervises the overall operations of the Center along its retained and center-based programs and services
7. Conducts regular monitoring to ensure fast movement of cases in all concerned agencies such as LGU, NGO, child caring agencies
8. Conducts general staff meetings in C/RCFs with other services to address and discuss respective concerns.
9. Reviews and dates case folders and output relevant to the cases in the center. Check the progress notes to ensure that all cases are up-to-date.

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

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

Initial Shortlisting	Obtained 80 % or 48 points on Education, Training and Experience (ETE) .
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Second Shortlisting	Top 5 ranking candidates but overall rating should not be less than 80% .
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Position : **SOCIAL WELFARE OFFICER III**
 Item Number : **OSEC-DSWDB-SOCWO3-263-2004**
 Salary Grade : **SG 18 / Php 45,203.00**
 Vice : **MORATA, EDWIN S.**
 Status : **PERMANENT**
 Place of Assignment : **CRISIS INTERVENTION SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
 Training : **8 hours of relevant training**
 Experience : **2 years of relevant experience**
 Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Social Work**
 Training : **8 hours of relevant training**
 Experience : **2 years of relevant training**
 Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under the supervision of the Division Chief and with some latitude for the exercise of independent judgment, engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performing difficult work requiring training and considerable experience and intimate knowledge of case management / center management.

DUTIES AND RESPONSIBILITIES

1. Serve clients in need of assistance that will fall under the provision of AICS guidelines through Cash Outright or Guarantee Letter.
2. To monitor and ensure compliance with the national policy on anti-red tape and ease of doing business in the section.
3. Provide comments on proposed policies/ legislations/ guidelines Memorandum Circulars.
4. Prepare and implement the Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP), Financial Plan, Monthly Disbursement Plan, WFP - Annex of the section.
5. To carry out the provision of the protective services for the poor, vulnerable and disadvantaged individuals, families in crisis situations and communalities in difficult situations through forged partnership.
6. To monitor and respond to 8888 complaints and request.
7. Act as Special Disbursing Officer or paymaster of the Department.
8. Attend to various meetings of the Department.
9. Conduct orientations to clients, LGU, NGO and other agencies regarding the services offered by the section.
10. Prepare and submit reportorial requirements.
11. Oversee the operation/monitor of Crisis Intervention Section - Onsite payouts.
12. Supervision and provision of technical assistance to CIS - Onsite staff.
13. Review, provide inputs and approve incoming/outgoing communications, vouchers and other related documents.
14. Prepare and submits Individual Performance Contract/Rating.
15. Performs other related task assigned by the Management.

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 **75 %** or **45 points** on **Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position : **SOCIAL WELFARE OFFICER III**
 Item Number : **OSEC-DSWDB-SOCWO3-255-2004**
 Salary Grade : **SG 18 / Php 45,203.00**
 Vice : **GABRIEL, VIVIAN A.**
 Status : **PERMANENT**
 Place of Assignment : **HAVEN FOR WOMEN**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
 Training : **8 hours relevant training**
 Experience : **2 years relevant experience**
 Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferably with Masters in Social Work or related graduate course**
 Training : **16 hours of training in case management/counseling/facilitation skill**
 Experience : **3 years experience in handling case management of women and children**
 At least 2 years supervisory experience
 Has ability to supervise staff
 Mature with leadership qualities
 Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under the general supervision of the Center Head/Officer-In-Charge engaged in varied work from routine to very difficult work pertaining to the implementation of programs and services for social protection or performs difficult work requiring training and considerable experience and knowledge on gender responsive case management, handling case management, handling cases of violence against women (VAW) and women in especially difficult circumstances (WEDC) and trafficking in persons (TIP).

DUTIES AND RESPONSIBILITIES

1. Executes and implements policies and renders administrative decisions on matters within the limits of delegated authority.
2. Implements case management to women victim-survivors.
3. Reviews the entire case folders to ensure the completeness of the case folder and Social Case Study Report using the prescribed format for approval of the Center Head/OIC.
4. Supervises Social Workers in the performance of their duties and assigns workloads to ensure equitable and proper distribution of work among staff.
5. Prepares Social Case Study Report, Case Management Plan and Implementation, Caseload Inventory and Caseload Review.
6. Prepares project proposal for resource generation and provision of services to women-victim survivors.
7. Coordinate with other rehabilitation team members in the Center for effective case management and provision of services to the residents.
8. Refers women victim-survivors to other agencies, makes follow-up and evaluates benefits of assistance received.
9. Maintains cooperative and harmonious relationship with other entities and agencies, private and public, in promoting social welfare and development.
10. Conducts regular supervisory conferences for staff development and case management for a more effective program implementation.
11. Submit required reports regularly.
12. Conducts orientation, on the job training and supervises field placement of social work students.

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

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

Initial Shortlisting Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

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

Position : **ADMINISTRATIVE OFFICER V**
Item Number : **OSEC-DSWDB-ADOF5-41-2015**
Salary Grade : **SG 18 / Php 45,203.00**
Vice : **NICOLAS, LUCILA Q.**
Status : **PERMANENT**
Place of Assignment : **PROPERTY, ASSETS AND SUPPLY MANAGEMENT SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
Training : **8 hours relevant training**
Experience : **2 years relevant experience**
Eligibility : **Career Service Professional / Second Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree relevant to the job**
Training : **8 hours relevant training**
Experience : **2 years relevant experience**
Eligibility : **Career Service Professional / Second Level Eligibility**

JOB SUMMARY

Under the general supervision of the Chief Administrative Officer 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.

DUTIES AND RESPONSIBILITIES

1. Supervise the day to day operations of the section;
2. Review and Finalize periodic accomplishment reports of the section (General Services Section, Records Section and Contract Monitoring Section);
3. Provide technical advisories and/or technical assistance to all offices along administrative matters;
4. Provide technical supervision to staff in the discharge of their duties and responsibilities;
5. Ensures compliance of all approved ISO Standard Operating Procedures of sections;
6. Review, initialize and/or signs vouchers, Request for Technical Assistance, Terms of Reference, Vouchers and Obligational Request Slip;
7. Review, initialize Purchase Request and Request Issuance of Supplies;
8. Evaluate work performance of staff;
9. Ensure compliance with semestral performance contract of the staff and division;
10. Attend meetings, conferences, seminars and other official activities;
11. Prepares project proposals, terms of references, contract of agreement and other technical documents;
12. Prepares periodic accomplishment reports;
13. Review and recommended request for technical assistance from various offices;
14. Finalize memoranda and correspondences;
15. Prepares Work and Financial Plan and Project Procurement Management Plan.

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

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

Initial Shortlisting	Obtained 75 % or 45 points on Education, Training and Experience (ETE) .
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Second Shortlisting	Top 5 ranking candidates but overall rating should not be less than 80% .
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Position : **ADMINISTRATIVE OFFICER IV**
 Item Number : **OSEC-DSWDB-ADOF4-112-2004**
 Salary Grade : **SG 15 / Php 35,097.00**
 Vice : **NICOLAS, LUCILA Q.**
 Status : **PERMANENT**
 Place of Assignment : **PERSONNEL ADMINISTRATION SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
 Training : **4 hours relevant training**
 Experience : **1 year relevant experience**
 Eligibility : **Career Service Professional / Second Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Business Administration, Psychology, Human Resource Management and Development or other allied social science courses**
 Training : **At least 4 hours of relevant training personnel administration and services, leave administration, compensation and benefits.**
 Experience : **At least 1 year of relevant experience along personnel administration, compensation and benefits with knowledge on general human resource management and development.**
 Eligibility : **Career Service Professional / Second Level Eligibility**

JOB SUMMARY

Under the general supervision of the Division Chief 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.

DUTIES AND RESPONSIBILITIES

1. Serves as the head/supervisor of the section and monitors its overall operations.
2. Ensure that all of the staff of the Field Office are provided with compensation/benefits within the timeline.
3. Reviews all communications and correspondences of the section.
4. Reviews and signs payroll of salary of all staff regardless of employment status (permanent, contractual, casual and contract of service).
5. Reviews and signs payroll of benefits (clothing allowance, salary differential, mid-year and year end bonuses, and premium of contract of services staff).
6. Checks and reviews Notice of Salary Adjustment (NOSA), Notice of Step Increment (NOSI), Statement of Assets and Networth (SALN) of staff.
7. Checks and reviews Notice of Salary Deduction and Notice of Holding of Salary.
8. Reviews and certifies application for leave with updated leave credits.
9. Monitors and reviews annual reports of leave credits of permanent, contractual and casual employees.
10. Checks and signs application of employees for endorsement to GSIS, Pag-ibig and Philhealth to receive their benefits.
11. Checks, assesses and approves loan applications (GSIS, Pag-Ibig, Landbank, MBA loans etc.)
12. Checks and signs Landbank of the Philippines Inc. endorsement for ATM Card application of newly hired employees.
13. Checks and initializes Service Records and Certificate of Employment for employment, retirement, transfer, resignation and GSIS maturity benefits purposes among others.
14. Precedes and leads the unit meeting on a quarterly basis.

15. Checks and reviews periodic reports as required from the office such as HPMES Report, Integrity Management Program Reports, Work and Financial Plan and PPMP Implementation Report, MDP report.
16. Acts on the complaints from 8888 Complaint Hotline, Presidential Complaint Center, Contact Center ng Bayan.
17. Attends periodic meetings such as HRMDD Section Heads Meeting, Synchronized Regional Management and Development Conference and responds and complies to the set agreements when necessary.

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%
Competency-Based Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

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

Position	: MEDICAL OFFICER III
Item Number	: OSEC-DSWDB-MDOF3-2-2010
Salary Grade	: SG 21 / Php 62, 449.00
Vice	: LAZO, MELODY P.
Status	: PERMANENT
Place of Assignment	: ELSIE GACHES VILLAGE

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	: Doctor of Medicine
Training	: None Required
Experience	: None Required
Eligibility	: RA 1080 (Physician)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	: Doctor of Medicine
Training	: With relevant training on community/public health, occupational health and safety; training on advanced principles and practices of modern medicine, medical diagnosis and treatment
Experience	: At least 1 year of experience on providing community/public health service
Eligibility	: RA 1080 (Physician)

JOB SUMMARY

Under the direction of Social Welfare Officer V and Medical Specialist I and substantial latitude for the exercise of independent judgement, engaged in moderately responsible work requiring training and moderate experience or lower training but with considerable experience and very broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Analyzes reports on death incidents from the residential care facilities to check on the completeness of information and whether proper medical interventions and actions have been undertaken by the staff.
2. Accomplishes and updates medical records of staff using the prescribed format which are confidential and may only be accessed by a third party with the content of the staff.
3. Prepares and conducts lectures on health and medical topics and proposes IEC materials to advocate healthy lifestyle and preventive health care to staff and employees.
4. Submits feedback reports and confirmation of agreements during monitoring visits and technical assistance to Centers/Residential Care Facilities in relation to health concerns of the clients.
5. Reviews the clients overall medical history including medications and treatments.
6. Properly define and describe patients' symptoms and problems, clarify and verify diagnoses and help establish realistic and attainable prognosis and care.
7. Prepare and date progress notes at each visit/consultation.

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

<u>E</u> ducation (E)	20%
<u>T</u> rainning (T)	15%
<u>E</u> xperience (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 **75 % or 45 points on Education, Training and Experience (ETE)**.

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

Position : **TRAINING SPECIALIST III**
Item Number : **OSEC-DSWDB-TRNSP3-88-2004**
Salary Grade : **SG 18 / Php 45, 203.00**
Vice : **PECSON, TRISHA MAE F.**
Status : **PERMANENT**
Place of Assignment : **CAPACITY BUILDING SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree**
Training : **Eight (8) hours of relevant training**
Experience : **Two (2) years of relevant experience**
Eligibility : **Career Service Professional/Second Level Eligibility**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree preferably in Education, Psychology, Social Work or other Allied Social Sciences**
Training : **With training in instructional design, facilitation and evaluation**
Experience : **At least with 3 years of supervisory experience; handling training programs or 5 years teaching experience**
Eligibility : **Career Service Professional/Second Level Eligibility**

JOB SUMMARY

Under direction and substantial latitude for the exercise of independence, serves as the Head of Capacity Building Section. Engaged in various training and networking activities from routine to difficult assignments requiring knowledge on training processes, training cycle management and learning behavior.

DUTIES AND RESPONSIBILITIES

1. Formulates and implements Annual Training Plan for the region.
2. Reviews Work and Financial Plan, documentation of training, minutes of the meeting for onward submission to the Regional Director.
3. Distributes and assigns work to staff in CBS and supervises overall operation of the unit.
4. Reviews, approves received training proposals and provides technical input on training modules and designs to establish suitability to target participants.
5. Reviews and approves training reportorial requirements as means of monitoring and evaluation.
6. Analyzes and assesses training and development needs.
7. Establishes partnerships with NGOs, LGUs and academic institutions to expand the networks in the delivery of social welfare and development programs and services.

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 **75 % or 45 points on Education, Training and Experience (ETE)**.

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

Position	:	ADMINISTRATIVE ASSISTANT I
Item Number	:	OSEC-DSWDB-ADAS1-50-2015
Salary Grade	:	SG 7 / Php 17,899.00
Vice	:	PAYUMO, JOHN S.
Status	:	PERMANENT
Place of Assignment	:	PROPERTY, ASSETS AND SUPPLY MANAGEMENT SECTION

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	:	Completion of Two Years studies College
Training	:	None Required
Experience	:	None Required
Eligibility	:	Career Service Subprofessional / First Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	:	Preferable Completion of Four Years studies in College (Bachelor's Degree)
Training	:	At least 25 hours of relevant training
Experience	:	At least 2 years work experience related to the position
Eligibility	:	Career Service Subprofessional / First Level Eligibility

JOB SUMMARY

Performs the basic routine professional work in Office Management related to administrative duties in records keeping, monitoring, preparation of reports, filing, organizing, communications (oral and written) and other assigned tasks in work processes for effective and efficient services.

DUTIES AND RESPONSIBILITIES

1. Prepares communications like memorandums, emails and other correspondence.
2. Prepares reports required in completion of work processes in the concerned section.
3. Maintains a filing system of records and data files for monitoring.
4. Assists in the conduct of inventory taking related to property and supply management.
5. Facilitates the conduct of general meetings and other workshop activities.
6. Performs other clerical duties assigned by the supervisor.

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

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

Initial Shortlisting Obtained **75 % or 45 points** on **Education, Training and Experience (ETE)** .

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

Position : **HOUSEPARENT II**
Item Number : **OSEC-DSWDB-HP2-305-2004**
Salary Grade : **SG 06 / Php 16,877.00**
Vice : **BAIS, NORMA**
Status : **PERMANENT**
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 : **With Vocational Course in Caregiving, Housekeeping, or other related vocational courses**
Training : **Preferably with NC II in Housekeeping**
Experience : **At least with 1 year experience along with provision of homelife service / caregiving / housekeeping.**
Eligibility : **None Required**

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work in home management of JFC residents.

DUTIES AND RESPONSIBILITIES

1. Acts as Officer-In-Charge in supervising the homelife staff in the absence of the Head Houseparent to ensure continuous monitoring of operation along homelife service.
2. Observes reports and any significant behavioral patterns of clients to the supervising Houseparent as reference of the rehabilitation team (e.g incident, progress and behavioral report)
3. Administer medication to clients, in accordance to specific instructions provided by the Medical Officer.
4. Prepare prescribed food such as for clients by following the instructions of the Nutritionist Dietician appropriately.
5. Leads educational activities such as reading, writing, and participating in extracurricular activities in a bid to develop the client's interest as part of the learning process.
6. Provides direct care and supervision to able-bodied clients in the residential care facilities in performing daily cottage activities.
7. Manages distribution of resources of the cottage to ensure proper and efficient consumption.
8. Undertakes general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage.
9. Acts 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> rainning (T)	15%
<u>E</u> xperience (E)	25%
Written Exam (Special/Technical Exam)	30%
Competency-Based Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting

Obtained **75% or 41.25 points** on **Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position	: HOUSEPARENT I
Item Number	: OSEC-DSWDB-HP1-480-2004
Salary Grade	: SG 04 / Php 14,993.00
Vice	: BALAGBIS, MA. LUISA C.
Status	: PERMANENT
Place of Assignment	: RECEPTION AND STUDY CENTER FOR CHILDREN

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	: With vocational course in caregiving, housekeeping or other related vocational courses
Training	: Preferably with NC II in housekeeping
Experience	: At least 1 year experience along provision of homelife service/caregiving/housekeeping
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 (eg. Incident, progress and behavioral report).
2. Performs household chores such as mopping, sweeping to maintain cleanliness administer medication to clients, in accordance to specific instructions provided by the Medical Officer.
3. Prepare prescribed food such as for clients by following the instructions of Nutritionist Dietician appropriately.
4. Leads educational activities such as reading, writing and participation in extracurricular activities in a bid to develop the 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. Manage 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. Acts as watcher in hospital.

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

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

Initial Shortlisting

Obtained **75% or 41.25 points on Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position	: HOUSEPARENT I
Item Number	: OSEC-DSWDB-HP1-522-2004
Salary Grade	: SG 04 / Php 14,993.00
Vice	: BERNISTO, HAYLEY A.
Status	: PERMANENT
Place of Assignment	: MARILLAC HILLS

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	: With knowledge in Caregiving, Housekeeping, or related course
Training	: None Required
Experience	: At least with 1 year experience along with provision of homelife service/ caregiving and housekeeping.
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.
3. Prepare prescribed food such as for clients by following the instructions of the Nutritionist Dietician appropriately.
4. Leads educational activities such as reading, writing, and participating in extracurricular activities in a bid to develop the client's interest as part of the 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. Acts 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%
Competency-Based Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting

Obtained **75% or 41.25 points on Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position : **HOUSEPARENT I**
Item Number : **OSEC-DSWDB-HP1-521-2004**
Salary Grade : **SG 04 / Php 14,993.00**
Vice : **PALMONES, RICKY M.**
Status : **PERMANENT**
Place of Assignment : **ELSIE GACHES VILLAGE**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **With knowledge in Caregiving, Housekeeping, or other related course**
Training : **Preferably with NC II in housekeeping.**
Experience : **At least with 1 year experience along with provision of homelife service/ caregiving and housekeeping.**
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. Performs household chores such as mopping, sweeping to maintain cleanliness administer medical to clients, in accordance to specific instructions provided by the Medical Officer.
3. Prepare prescribed food such as for clients by following the instructions of the Nutritionist Dietician appropriately.
4. Leads educational activities such as reading, writing, and participating in extracurricular activities in a bid to develop the client's interest as part of the 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. Acts as watcher in hospital.

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

<u>E</u> ducation (E)	15%
<u>T</u> rainning (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 **75 % or 41.25 points on Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position : **HOUSEPARENT I**
Item Number : **OSEC-DSWDB-HP1-531-2004**
Salary Grade : **SG 04 / Php 14,993.00**
Vice : **PETROLLADO, RUBEN L.**
Status : **PERMANENT**
Place of Assignment : **ELSIE GACHES VILLAGE**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **High School Graduate**
Training : **Caregiving for Intellectual Disabilities**
Experience : **Behavioral Management/Basic Life Support/First Aid**
Eligibility : **None Required**

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work in home management of the clients.

DUTIES AND RESPONSIBILITIES

1. Provides direct care and supervision to clients in the residential care facilities in performing daily cottage activities.
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.
5. Conduct tutorial and assist schooling clients in reading, writing and other homework assignments.
6. Assist and lead clients to extracurricular activities to help develop clients.
7. Prepare and submit monthly, quarterly reports as basis on the indicators of social functioning of clients.
8. Attend monthly meetings, GDM, RTM and other program/activities initialed by the center.
9. Facilitate as hospital watcher as need arises to clients incurred with illness.
10. Requests for supplies needed in their respective cottages from the Head/Supervising Houseparent.
11. Performs other related tasks as assigned by the Head/Supervising Houseparent.

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

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

Initial Shortlisting

Obtained **75% or 41.25 points on Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position	: SOCIAL WELFARE OFFICER II
Item Number	: FONCR-CONTRACTUAL-SOCWO2-000185
Salary Grade	: SG 15 / Php 33,097.00
Vice	: PENETRANTE, MARIA CONCEPCION L.
Status	: CONTRACTUAL
Place of Assignment	: INA HEALING CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	: Bachelor's Degree in Social Work
Training	: 4 hours relevant training
Experience	: 1 year relevant experience
Eligibility	: RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	Preferable with units in Masters in Social Work
Training	8 hours of training in case management/ counseling/ communication/ facilitation
Experience	2 years experience in handling case management and/or project management
Eligibility	RA 1080 (Social Worker)

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 case management requiring training, some experience and broad knowledge on case management and does other related tasks assigned.

DUTIES AND RESPONSIBILITIES

1. Conducts intake interview with the clients as part of the protocol.
2. Orients clients on house rules, regulations, introduces clients to other residents, social workers and other staff.
3. Undertakes in-depth data gathering through interviews with clients and his/her relatives to identify problem and appropriate intervention strategies for the client and formulates treatment plan for the clients based on the consultations and data gathered.
4. Implements rehabilitative services based on the treatment plan and prepares corresponding minutes of the plan implementation to Center Head.
5. Prepares and submit caseload inventory and calendar of activities.
6. Maintains files, social case study reports and database of clients served.
7. Submits regular evaluation of program implementation pointing out the gaps in the service and suggest remedial measures on how the problems can be met in their areas.
8. Conduct social case study and home visit and extend assistance and/or services to families through self-help concept.

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 **75 % or 45 points** on **Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position : **SOCIAL WELFARE OFFICER I**
 Item Number : **FONCR-CONTRACTUAL-SOCWO1-000148**
 Salary Grade : **SG 11 / Php 25,439.00**
 Vice : **NEWLY CREATED CY 2019**
 Status : **CONTRACTUAL**
 Place of Assignment : **JOSE FABELLA CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
 Training : **None Required**
 Experience : **None Required**
 Eligibility : **RA 1080 (Social Worker)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Preferable with units in Masters in Social Work**
 Training : **4 hours of training in case management/ counseling/ communication/ facilitation**
 Experience : **1 year experience in handling case management and/or project management**
 Eligibility : **RA 1080 (Social Worker)**

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 case management requiring training, some experience and broad knowledge on adoption and foster care and does other related tasks assigned.

DUTIES AND RESPONSIBILITIES

9. Provides immediate response and action to the received reports through conduct of reach out activities to referred cases to the region.
10. Intakes and interviews clients for further social assistance and case management.
11. Conducts social case study and monitoring of rescued clients to be endorsed to the local government for further provision of social services.
12. Assists in the preparation of Annual Work Plans, Semestral Reports, Monthly Accomplishment Reports, and other Project Documentation in relation to the operation and target activities of the unit.
13. Prepares documentation during interagency meetings and other activities in relation to the project implementation.
14. Conducts profiling and maintains a database of clients served.
15. Prepares documentations on the status reports/updates/accomplishments along with the operation of the unit.
16. Attends meetings/seminars and workshops in relation to project implementation.
17. Provides guidance and counseling services to families to prevent social maladjustments and other.

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 **75 % or 45 points on Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position	: SOCIAL WELFARE OFFICER I
Item Number	: FONCR-CONTRACTUAL-SOCWO1-000206
Salary Grade	: SG 11 / Php 25,439.00
Vice	: BARRERA, JUSTINE PAOLA M.
Status	: CONTRACTUAL
Place of Assignment	: GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY AND OTHER SPECIAL CASES (GRACES)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	: Bachelor's Degree in Social Work
Training	: None Required
Experience	: None Required
Eligibility	: RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	: Preferably with units in Masters in Social Work
Training	: 4 hours of training in case management/counseling/communication/facilitation skill
Experience	: 1 year experience in handling case management and/or project management
Eligibility	: RA 1080 (Social Worker)

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Caseworker and in-charge of the psychosocial interventions of the residents from admission, while in the center and possible reintegration to his/her family/relatives.
2. Provides immediate response to the needs of the senior citizens in coordination with the allied services in the center.
3. Intakes and interviews clients for further social assistance and case management.
4. Conducts Social Case Study and Monitoring of residents to be endorsed to the local government for further provision of services.
5. Conduct one on one group activities as part of the case management process.
6. Assists in the preparation of Annual Work Plans, Semestral Report, Quarterly Reports, Monthly Accomplishment Reports, and other Project Documentations in relation to the operation and Target activities of the unit.
7. Prepares documentations during interagency meetings and other activities in relation to the project implementation.
8. Conducts profiling and maintains a database of clients served.
9. Prepares documentations on the status reports/updates/accomplishments along with the operation of the service.
10. Attends meetings/seminars and workshops in relation to project implementation and submit necessary feedback reports pertaining to the meetings/seminars attended.
11. Exert effort to locate the families and/or relatives of the residents for possible reintegration and provide guidance and counseling services to their families to prevent social adjustments and others.

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

<u>E</u> ducation (E)	25%
<u>T</u> rainig (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%
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TOTAL	100%

Initial Shortlisting Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

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

Position	:	SOCIAL WELFARE OFFICER I
Item Number	:	FONCR-CONTRACTUAL-SOCWO1-000207
Salary Grade	:	SG 11 / Php 25,439.00
Vice	:	DY, SHIENA MAE C.
Status	:	CONTRACTUAL
Place of Assignment	:	GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY AND OTHER SPECIAL CASES (GRACES)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	:	Bachelor's Degree in Social Work
Training	:	None Required
Experience	:	None Required
Eligibility	:	RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	:	Preferable with units in Masters in Social Work
Training	:	4 hours of training in case management/ counseling/ communication/ facilitation
Experience	:	1 year experience in handling case management and/or project management
Eligibility	:	RA 1080 (Social Worker)

JOB SUMMARY

Under general supervision of Social Welfare Officer VI/ III and with some latitude for exercise of independent judgment, performs 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 task assigned.

DUTIES AND RESPONSIBILITIES

1. Provides the senior citizen casework services including preparation of needed documents in 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;
3. Conduct Intakes and interviews to residents for further social assistance and case management;
4. 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. Conducts profiling and maintains database of residents.
7. Conducts home visits to gather information and wider perspective of the residents and his/her family.
8. Prepares and submits reports needed on a regular basis.
9. Accompanies/escorts the resident during referral and/or discharge 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.

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%
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TOTAL	100%

Initial Shortlisting Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

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

Position	: NUTRITIONIST DIETITIAN I
Item Number	: FONCR-CONTRACTUAL-ND1-000163
Salary Grade	: SG 11 / Php 25,439.00
Vice	: OLIVA, LOREN MAY R.
Status	: CONTRACTUAL
Place of Assignment	: SANCTUARY CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	: Bachelor's Degree major in Nutrition, Dietetics or Community Nutrition
Training	: None Required
Experience	: None Required
Eligibility	: RA 1080 (Nutritionist Dietitian)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	: Bachelor's Degree major in Nutrition, Dietetics or Community Nutrition
Training	: Completion of training course along food service management and public nutrition services
Experience	: At least 1 year experience in public/community 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.

DUTIES AND RESPONSIBILITIES

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.
3. Estimates and prepares documents for purchases of food supplies and equipment (proposals, purchase orders, purchase requests), receiving, checking and taking inventories of food supplies.
4. Prepares daily meal patterns that combine food habits with remedial needs of clients and keeps responses and progress to new diets.
5. Promotes better nutrition by educating clients and staff about diet, nutrition and the relationship between good eating habits and preventing or managing specific diseases through conduct of technical learning sessions and/or distribution of IEC materials.
6. Leads nutrition related activities to encourage prevention and health promotion in the residential care facility.

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 **75 % or 45 points on Education, Training and Experience (ETE)** .

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

Position	:	PSYCHOLOGIST I
Item Number	:	OSEC-DSWDB-PSY1-101-2004
Salary Grade	:	SG 11 / Php 25,439.00
Vice	:	ROXAS, CHARIZZE ANN G.
Status	:	PERMANENT
Place of Assignment	:	HR PLANNING AND PERFORMANCE MANAGEMENT SECTION

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	:	Master's Degree in Psychology
Training	:	None Required
Experience	:	None Required
Eligibility	:	RA 10029 (Psychologist)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	:	Master's Degree in Psychology (Industrial-Organizational Psychology)
Training	:	With relevant training on recruitment and general human resource management
Experience	:	At least with 2 years of experience along recruitment, industrial counseling and other HR mechanisms
Eligibility	:	RA 10029 (Psychologist)

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.

DUTIES AND RESPONSIBILITIES

1. Facilitates competency-based interviews, prepares rating forms, and administers psychological tests to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.
2. Observes and conducts preliminary assessment with applicants in order to obtain information about the physical, mental, and educational requirements of jobs as well as information about their competencies.
3. Conducts exit interviews to retiring, resigning and transferring employees to get information about staff's work experience in DSWD.
4. Analyzes career development and recruitment mechanism to help the unit develop initiatives and more efficient hiring programs
5. Conducts research along physical work environments, organizational structures, group interactions, morale, and motivation of employees in order to assess their performance.
6. Provides assistance during conduct of organizational activities

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

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

Initial Shortlisting

Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position	:	(6) PSYCHOLOGIST I
Item Number	:	OSEC-DSWDB-PSY1-103-2004 / OSEC-DSWDB-PSY1-107-2004 / OSEC-DSWDB-PSY1-98-2004 / OSEC-DSWDB-PSY1-102-2004 / OSEC-DSWDB-PSY1-106-2004 / OSEC-DSWDB-PSY1-100-2004
Salary Grade	:	SG 11 / Php 25,439.00
Vice	:	MEDEL, JERICO D. / FLORES, JASMIN B. / TURINGAN, ESTRELITA B. / TOLENTINO, SHEHERAZADE R. / ELIC, JOBEGAIL V. / ARCAYA, DONNA MARIE
Status	:	PERMANENT
Place of Assignment	:	ELSIE GACHES VILLAGE / NATIONAL VOCATIONAL REHABILITATION CENTER / PROTECTIVE SERVICES DIVISION / MARILLAC HILLS / HAVEN FOR CHILDREN / HAVEN FOR WOMEN

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	:	Master's Degree in Psychology
Training	:	None Required
Experience	:	None Required
Eligibility	:	RA 10029 (Psychologist)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	:	Master's Degree in Psychology (Clinical Psychology)
Training	:	With relevant training on psychological assessment, psychotherapy and counseling
Experience	:	At least with 1 year of experience on conducting psychological assessment and counseling
Eligibility	:	RA 10029 (Psychologist)

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.

DUTIES AND RESPONSIBILITIES

1. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
2. Assesses client's needs, abilities, behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.

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

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

Initial Shortlisting

Obtained **75 % or 45 points on Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position : **PSYCHOLOGIST I**
Item Number : **FONCR-CASUAL-PSY1-000003**
Salary Grade : **SG 11 / Php 25,439.00**
Vice : **AREVALO, FAITH FRANCESCA L.**
Status : **CASUAL**
Place of Assignment : **SANCTUARY CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Master's Degree in Psychology**
Training : **None Required**
Experience : **None Required**
Eligibility : **RA 10029 (Psychologist)**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Master's Degree in Clinical Psychology**
Training : **With relevant training psychological assessment, psychotherapy and counseling**
Experience : **At least with 1 year of experience on conducting psychological assessment and counseling**
Eligibility : **RA 10029 (Psychologist)**

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.

DUTIES AND RESPONSIBILITIES

1. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
2. Assesses client's needs, abilities, behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.

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 **75 % or 45 points on Education, Training and Experience (ETE)** .

Second Shortlisting

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

Position	: PSYCHOLOGIST III
Item Number	: FONCR-CONTRACTUAL-PSY3-000187
Salary Grade	: SG 18 / Php 45,203.00
Vice	: NEWLY CREATED CY 2019
Status	: CONTRACTUAL
Place of Assignment	: NATIONAL VOCATIONAL REHABILITATION CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	: Master's Degree in Psychology (Clinical Psychology)
Training	: 16 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs
Experience	: 2 years of relevant experience involving the delivery of psychological services
Eligibility	: RA 10029 (Psychologist)

PREFERRED QUALIFICATION (COMPETENCY-BASED)

Education	: Master's Degree in Psychology
Training	: With at least 24 relevant training hours on the delivery of psychological services which include psychological interventions, psychological assessment, and psychological programs
Experience	: At least 3 years of relevant experience involving the delivery of psychological services
Eligibility	: RA 10029 (Psychologist)

JOB SUMMARY

Under general supervision of the Center Head 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.

DUTIES AND RESPONSIBILITIES

1. Supervises staff under the Psychological and Vocational Guidance Service of the center.
2. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
3. Assesses client's needs, abilities, behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
4. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
5. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
6. Counsels clients and staff when needed
7. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
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10. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
11. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.

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%
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TOTAL	100%

Initial Shortlisting

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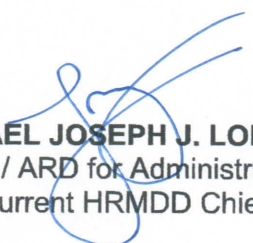
Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before OCT 22 2022 not later than 5 00 PM:

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) in the last rating period (For government personnel) or its equivalent for external applicants (Performance Evaluation/Appraisal) from the current/last employer (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 Certificate of Grades for Master's/Doctor's Degree earned units (if applicable);
8. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
9. Photocopy of Certificate/s of previous and present Employment (if applicable);
10. Photocopy of Special Order or Certification indicating the supervisory/management experience/functions signed by the HRMO or any authorized representative (for Division Chief positions only/if applicable);
11. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
12. 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. Any application emailed to recruitment.foncr@dswd.gov.ph shall use the email subject (**Surname_Position_Item Number/Code_Position_Office Assignment_Position**).
3. Applicants who wish to apply for more than one (1) position, **must submit application documents for each position and plantilla item number.**
4. Present original or authenticated copies of the above documentary requirements for verification during filing of application.
5. All interested qualified next-in-rank employees with Permanent Status shall submit the filled-out "Next-In-Rank intent to apply form" together with their complete requirements including the latest IPCR with *Very Satisfactory Rating*. **Non-submission of the same shall automatically waive their right to be included as candidates.**
6. Submission of applications **beyond the deadline** and **with incomplete attachments** will **not be accepted and entertained.**


MICHAEL JOSEPH J. LORICO
Director III / ARD for Administration and
Concurrent HRMDD Chief