

NOTICE OF VACANCY

As of NOV 02 2022

Position : **14 PROJECT DEVELOPMENT OFFICER II (CITY LINK)**
Item Number : **FONCR-PCONTRACTUAL-PDO2-000465
FONCR-PCONTRACTUAL-PDO2-000590
FONCR-PCONTRACTUAL-PDO2-000163
FONCR-PCONTRACTUAL-PDO2-000260
FONCR-PCONTRACTUAL-PDO2-000422
FONCR-PCONTRACTUAL-PDO2-000125
FONCR-PCONTRACTUAL-PDO2-000636
FONCR-PCONTRACTUAL-PDO2-000537
FONCR-PCONTRACTUAL-PDO2-000575
FONCR-PCONTRACTUAL-PDO2-000471
FONCR-PCONTRACTUAL-PDO2-000570
FONCR-PCONTRACTUAL-PDO2-000606
FONCR-PCONTRACTUAL-PDO2-000618
FONCR-PCONTRACTUAL-PDO2-000622**
Salary Grade : **SG 15 / Php 35,097.00**
Vice : **ABCEDE, RIVA JERAMY NG./ CASTILLON, DANIELLE MAAN V./
CASTRO, MICHAEL M./ RIOVEROS, JANE F./ SITCHON, MAREDEL
F./ TOBIAS, ROLAND BRYAN B./ NEWLY-CREATED POSITION
WITH APPROVED AUTHORITY TO HIRE DATED DECEMBER 22,
2020**
Status : **CONTRACTUAL**
Place of Assignment : **PANTAWID PAMILYANG PILIPINO PROGRAM**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's degree relevant to the job**
Training : **4 hours of relevant training**
Experience : **1 year of relevant experience**
Eligibility : **None required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's degree in Social Work or Allied Social Science**
Training : **4 hours of relevant training in planning and organizing, frontline services**
Experience : **1 year of relevant experience along community organizing, case management, support to an organization or major/complex project**
Eligibility : **RA 1080 or CS Professional (Optional)**

JOB SUMMARY

The Project Development Officer II (City Link) shall administer the systems and processes for the Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

DUTIES AND RESPONSIBILITIES

1. Maintain and monitor City/Municipal Caseload as follows:
 - ✓ Total registration and enrollment – IDs, Oath of Commitment & LBP forms;
 - ✓ No. of Households (HHs) with Cash Cards;
 - ✓ Updated list of Schools – day care center, pre-school, elementary and high school;
 - ✓ Updated list of health centers and health stations;
 - ✓ No. of Parent Leaders;
 - ✓ No. of HHs provided with other support programs and services;
 - ✓ No. of HHs subjected to case management intervention;
 - ✓ No. of HHs administered with SWDI;
 - ✓ No. of HHs for graduation;
 - ✓ No. of organized Parent Groups;
 - ✓ No. of households for waive, delisting and/or graduation;
2. Facilitate conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other key stakeholders;
3. Facilitate, review and monitor submission of complaints and grievances through the LGU Links and parent leaders and other members of the community;
4. Prepare Supply Side Assessment results to LGU and partners;
5. Serve as secretariat to the Municipal Advisory Committee;
6. Prepare and submit records;
7. Prepare Case Summary reports of households with dysfunctional families and or/ whose HH members are in difficult circumstances and other Pantawid Admin and system related reports and submit to SWO III for review, inputs and Technical Assistance;
8. Conduct SWDI Enumerator/validation as assigned by the immediate supervisor in a year;
9. Conducts interviews, home visits, field visitation, counseling, and case management of the beneficiaries of the program (from the duties of SWO III);
10. Perform other related tasks that may be assigned related to the program.

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

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

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

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

Final Shortlisting Top 5 highest rating but overall rating should not be less than 80%.

Position : **ONE (1) PROJECT DEVELOPMENT OFFICER II
(DEPUTY GENDER AND DEVELOPMENT OFFICER)**
 Item Number : **FONCR-PCONTRACTUAL-PDO2-000023**
 Salary Grade : **SG 15 / Php 35,097.00**
 Vice : **CASAÑAS, JENNIFER S.**
 Status : **CONTRACTUAL**
 Place of Assignment : **PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO)**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's degree relevant to the job**
 Training : **4 hours of relevant training**
 Experience : **1 year of relevant experience**
 Eligibility : **None required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's degree relevant to the job**
 Training : **4 hours of relevant training**
 Experience : **1 year of relevant experience**
 Eligibility : **RA 1080 or CS Professional (Optional)**

JOB SUMMARY

The Project Development Officer II (Deputy Gender and Development Officer) shall ensure gender perspective and mainstreaming on the field with grassroots by organizing and mobilizing members of the program for social development.

DUTIES AND RESPONSIBILITIES

1. Ensures gender perspective and mainstreaming on the field with the grassroots by:
 - a. Organizing and mobilizing members of the Program for social development and other activities pertinent to gender and development.
 - b. Assisting the Regional GAD Officer in providing GAD technical assistance to field staff.
 - c. Coordinating with concerned programs, units, divisions, and offices in the conduct of community development such as advocacy and capability building of members in the development of people's organizations.
2. Supports in GAD annual assessment, monitoring, and evaluation to ensure gender-responsive program implementation through the following:
 - a. Overseeing production of sex disaggregated data and use of gender-fair language in reports and all forms of communications.
 - b. Assisting in the formulation of Annual GAD Plan and Budget of the Program which contains interventions to the identified and analyzed gender issues and gaps especially in the community.
 - c. Maintaining the provision of technical assistance to other RPMO staff through established mechanism such as the Regional Pantawid Pamilya GAD Working Group and to Operations Offices towards addressing the identified and analyzed gender issues and gaps; and
 - d. Acting as the official alternate of RGADO in GAD monitoring bodies and processes.
3. Sustains and disseminates core GAD advocacy messages by:

- a. Supporting in responding to the glaring gender issues and gaps in program implementation.
 - b. Attending to community organizing and GAD-related trainings for professional enrichment and application to post; and
 - c. Helping in designing and popularizing GAD advocacy materials.
4. Performs other related tasks directed by RPC and RGADO.

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** of the maximum total score on the ETE.

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

Final Shortlisting

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

Position : **FOUR (4) PROJECT DEVELOPMENT OFFICER II
(CITY LINK - COMMUNITY ORGANIZER)**
 Item Number : **FONCR-PCONTRACTUAL-PDO2-000513
FONCR-PCONTRACTUAL-PDO2-000486
FONCR-PCONTRACTUAL-PDO2-000560
FONCR-PCONTRACTUAL-PDO2-000549**
 Salary Grade : **SG 15 / Php 35,097.00**
 Vice : **JAYME, JACOB FAITH E./ NEWLY-CREATED POSITION
WITH APPROVED AUTHORITY TO HIRE DATED
DECEMBER 22, 2020**
 Status : **CONTRACTUAL**
 Place of Assignment : **PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO)**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's degree relevant to the job**
 Training : **4 hours of relevant training**
 Experience : **1 year of relevant experience**
 Eligibility : **None required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's degree in Social Work or Allied Social Science**
 Training : **4 hours of relevant training**
 Experience : **1 year of relevant experience**
 Eligibility : **RA 1080 or CS Professional (Optional)**

JOB SUMMARY

The Project Development Officer II (Community Organizer) shall organize and mobilize members of the program for social development activities.

DUTIES AND RESPONSIBILITIES

1. Integrates with the target community/ies to understand and gain acceptable using participatory processes to identify their needs, problems, capabilities, and aspirations.
2. Conducts of community study and accomplishes profiles, spot map, etc. in the context of the Pantawid Pamilya and establishes baseline data as part of the monitoring and evaluation system.
3. Conducts rapid appraisal of existing People's Organizations in the community as basis for possible engagement.
4. Coordinates and facilitate support of stakeholders to Pantawid Pamilya activities around community/LGU properties.
5. Lobbies concerns to different agencies for support and augmentation of resources to for Pantawid Pamilya organizational building.
6. Assists and monitors LAC functionality and to other needed institutional arrangements'.
7. Establishes linkages for mobilization of resources for the conduct of activities.
8. Organizes and mobilizes members of the program for social development activities.
9. Initiates advocacy activities in relation to community organizing.
10. Coordinates with concerned programs, units, divisions in the conduct of community development such as advocacy and capacity building of members for development of people's organizations.

11. Monitors existing community organizing and/or community development activities such as urban gardening.
12. Maintains a journal and document experiences, learning, good practices for enhancement of program operations and policies with the help of other regional staff.
13. Maintains directory of stakeholders, people's organizations leaders and other significant institutions/offices in the assigned LGUs and communities.
14. Develops potential community volunteers from amongst the members of the program in carrying out work plan.
15. Attends to meetings and gatherings as required by the program.
16. Fulfills reportorial requirements as established by the M&E system.

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** of the maximum total score on the ETE.

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

Final Shortlisting

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

Position : TWO (2) PROJECT DEVELOPMENT OFFICER II
 (GRIEVANCE REDRESS SYSTEM)
 Item Number : FONCR-PCONTRACTUAL-PDO2-000078
 FONCR-PCONTRACTUAL-PDO2-000077
 Salary Grade : SG 15 / Php 35,097.00
 Vice : SIBAYAN, RUBEN P./ PEREZ, MARY GRACE B.
 Status : CONTRACTUAL
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM
 (OPERATIONS OFFICE 1 & 2 – MANILA)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job
 Training : 4 hours of relevant training
 Experience : 1 year of relevant experience
 Eligibility : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree relevant to the job
 Training : 4 hours of relevant training
 Experience : 1 year of relevant experience
 Eligibility : RA 1080 or CS Professional (Optional)

JOB SUMMARY

The Administrative Assistant III (Grievance Redress System) shall task to receive, process, resolve, and provide feedback to beneficiaries, stakeholders, and general public with complaints against the program implementation.

DUTIES AND RESPONSIBILITIES

1. Advocate grievance models/channels.
2. Ensure availability of grievance forms.
3. Review and analyze grievance reports and verify.
4. Monitor resolution of cases.
5. Database encoding and provision of resolution.
6. Provide feedback to concerned personnel.
7. Provide technical assistance to MLs and CLs.
8. Distribute interview forms to Provincial Grievance Officers. Collect forms, review, and sort the same, check for duplicate entry mod, encode and distribute to appropriate office and feedback to PGO.
9. Receive referrals thru snail mail, email, network sites, reports and media, refer to CGO, validate with SWO III/CL and provision of immediate redness.
10. Receive and monitor report through SMS.

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** of the maximum total score on the ETE.

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

Final Shortlisting

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

Position : ONE (1) PROJECT DEVELOPMENT OFFICER II
 (COMPLIANCE VERIFICATION SYSTEM OFFICER)
 – MCCT-HSF
Item Number : FONCR-PCONTRACTUAL-PDO2-000339
Salary Grade : SG 15 / Php 35,097.00
Vice : BESACRUZ, MARIELLE C.
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree relevant to the job
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : RA 1080 or CS Professional (Optional)

JOB SUMMARY

The Project Development Officer II (Compliance Verification System) provides technical assistance to CL/ML/SWA in monitoring and retrieval of CV forms from stakeholders/partners by suggesting applicable strategies and techniques.

DUTIES AND RESPONSIBILITIES

1. Checks the accuracy of CV forms and prepares tracking forms for each CV Form (F2, F3, F4) for SWAs, City/Municipal Links, reports to NPMO if there are discrepancies on CV forms.
 2. Segregates, distributes, and collects CV forms per municipality.
 3. Gathers, records, and reviews accomplished CV forms prior to encoding and submission to the Field Office.
 4. Assists in the encoding of CV forms by conducting random check if the encoded forms are accurate.
 5. Prepares summary report on CVS submission and compliance vis-à-vis total target submission to their geographical assignment.
 6. Monitors and analyzes trends of compliance and recommends appropriate action on identified issues and concerns encountered by CL/ML/SWA and stakeholders.
 7. Acts as resource person during system orientation to partner agencies or parent leaders of the program.
 8. Conducts site visit/system check to the facilities with Regional CVS and CL.
 9. Prepares instructional materials for stakeholders and cascade the guidelines (re-echo) for concerned staff through orientation/meetings.
 10. Provides technical assistance to CL/ML/SWA in monitoring and retrieval of CV forms from stakeholders/partners by suggesting applicable strategies and techniques.
 11. Perform other related tasks.
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Applicants should be guided by the following **Criteria for Evaluation**:

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

Initial Shortlisting

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

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

Final Shortlisting

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

Position : ONE (1) PROJECT DEVELOPMENT OFFICER I
 (MONITORING AND EVALUATION)
 Item Number : FONCR-PCONTRACTUAL-PDO1-000083
 Salary Grade : SG 11 / Php 25,439.00
 Vice : PEREJA, CESLINE B.
 Status : CONTRACTUAL
 Place of Assignment : PANTAWID FAMILYANG PILIPINO PROGRAM
 (OPERATIONS OFFICE 1 – MANILA)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job
 Training : None required
 Experience : None required
 Eligibility : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

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

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

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

Initial Shortlisting

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

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

Final Shortlisting

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

Position : ONE (1) ADMINISTRATIVE OFFICER II
 (HUMAN RESOURCE OFFICER I)
 Item Number : FONCR-PCONTRACTUAL-ADOF2-000012
 Salary Grade : SG 11 / Php 25,439.00
 Vice : CANDELARIO, JENNY M.
 Status : CONTRACTUAL
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Bachelor's degree relevant to the job
 Training : None required
 Experience : None required
 Eligibility : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor of Science in Psychology
 Training : None required
 Experience : None required
 Eligibility : RA 1080 (Psychometrician)

JOB SUMMARY

The Administrative Officer II (Human Resource Officer I) shall be responsible for the management of the recruitment and selection process for contractual and contract of service positions and performs administrative tasks such as preparation of minutes of the meeting of various HR committees and responds to queries and performs other related functions.

DUTIES AND RESPONSIBILITIES

1. Prepares announcement/actions regarding personnel matter.
 2. Assesses applications.
 3. Facilitates administrative tasks.
 4. Draft letters/respond to queries.
 5. Facilitates and provides technical assistance in the performance evaluation reports.
 6. Keeps track of personnel files/records.
 7. Accomplishes performance commitment and appraisal.
 8. Monitors and submits Template – E.
 9. Perform other related tasks.
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Applicants should be guided by the following **Criteria for Evaluation**:

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

Initial Shortlisting

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

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

Final Shortlisting

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

Position : ONE (1) ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)
 Item Number : FONCR-PCONTRACTUAL-ADAS3-000044
 Salary Grade : SG 9 / Php 20,340.00
 Vice : AGARRO, JOYSTAR O.
 Status : CONTRACTUAL
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (CASH GRANT UNIT)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College
 Training : 4 hours of relevant training
 Experience : 1 year of relevant experience
 Eligibility : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Business-related courses
 Training : 4 hours of relevant training
 Experience : 1 year of relevant experience
 Eligibility : RA 1080 or CS Professional (Optional)

JOB SUMMARY

The Administrative Assistant III (Senior Bookkeeper) is responsible for monitoring, review, and processing of requests for enrolment of new EMV account numbers of beneficiaries under approved change grantee and transfer of residence; updating and posting of lists of paid and unpaid on the Payment Reconciliation System; monitoring, inventory, and disposal of IT and non-IT equipment and office supplies; creating a safe and secure database; encoding incoming and outgoing documents; preparing TEV payroll; and responsible for performing administrative duties and other related tasks.

DUTIES AND RESPONSIBILITIES

1. Assists in reviewing and monitoring LBP forms for enrollment of new account openings to household beneficiaries under approved change grantee/TOR with assigned filling forms of endorsement to designated 36 LBP forms.
2. Updating and posting of data in the payment reconciliation system.
3. Monitoring and updating of GAD and IP bulletin boards.
4. Monitoring of unit issued and disposed IT and non-IT equipment with a monthly inventory and disposal report.
5. Monitoring of unit issued and unissued office supplies with a monthly salary inventory and disposal report, this includes monthly preparation and submission of the Requisition Issuance Slip (RIS).
6. Digitization of pertinent documents.
7. Create a stable and secure database that ensures the maintenance and utilization of safe and secure online systems.
8. Monitoring and delivery of emails routed to concerned staff.
9. Assigned to the transporting of incoming and outgoing of documents to and from FO NCR.

10. Encoding of all incoming and outgoing documents includes monthly submission of a tracking report.

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** of the maximum total score on the ETE.

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

Final Shortlisting

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

Position : ONE (1) ADMINISTRATIVE ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER)
 Item Number : FONCR-PCONTRACTUAL-ADAS3-000375
 Salary Grade : SG 9 / Php 20,340.00
 Vice : CORTEZ, ROSTUM L.
 Status : CONTRACTUAL
 Place of Assignment : PANTAWID FAMILYANG PILIPINO PROGRAM (OPERATIONS OFFICE 8 – ELSIE GACHES VILLAGE)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College
 Training : 4 hours of relevant training
 Experience : 1 year of relevant experience
 Eligibility : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Business-related courses
 Training : 4 hours of relevant training
 Experience : 1 year of relevant experience
 Eligibility : RA 1080 or CS Sub-Professional (Optional)

JOB SUMMARY

The Administrative Assistant III (Municipal Roving Bookkeeper) shall in charge of monitoring and reporting Conditional Cash Transfer (CCT) grants and assist in the actual payment of Over-The-Counter (OTC) payments.

DUTIES AND RESPONSIBILITIES

1. Assists in reviewing and monitoring LBP forms for enrollment of new account openings to household beneficiaries under approved change grantee/TOR with assigned filling forms of endorsement to designated 36 LBP forms.
 2. Updating and posting of data in the payment reconciliation system.
 3. Monitoring and updating of GAD and IP bulletin boards.
 4. Monitoring of unit issued and disposed IT and non-IT equipment with a monthly inventory and disposal report.
 5. Monitoring of unit issued and unissued office supplies with a monthly salary inventory and disposal report, this includes monthly preparation and submission of the Requisition Issuance Slip (RIS).
 6. Digitization of pertinent documents.
 7. Create a stable and secure database that ensures the maintenance and utilization of safe and secure online systems.
 8. Monitoring and delivery of emails routed to concerned staff.
 9. Assigned to the transporting of incoming and outgoing of documents to and from FO NCR.
 10. Encoding of all incoming and outgoing documents includes monthly submission of a tracking report.
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Applicants should be guided by the following **Criteria for Evaluation**:

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

Initial Shortlisting

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

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

Final Shortlisting

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

Position : EIGHT (8) SOCIAL WELFARE ASSISTANT
Item Number : FONCR-PCONTRACTUAL-SOCWAS-000759
 FONCR-PCONTRACTUAL-SOCWAS-000664
 FONCR-PCONTRACTUAL-SOCWAS-000711
 FONCR-PCONTRACTUAL-SOCWAS-000405
 FONCR-PCONTRACTUAL-SOCWAS-000734
 FONCR-PCONTRACTUAL-SOCWAS-000319
 FONCR-PCONTRACTUAL-SOCWAS-000653
 FONCR-PCONTRACTUAL-SOCWAS-000330
Salary Grade : SG 8 / Php 18,998.00
Vice : CEZAR, ANGIELOU T./ COTONER, MARIETTA N./ GUECO,
 ALMA B./ LUNZAGA, MERGELEN S./ SERENEO, JEZZA T./
 TOGONON, RINA B./ VAJE, RONALYN C./ NEWLY-
 CREATED POSITION WITH APPROVED AUTHORITY TO
 HIRE DATED DECEMBER 22, 2020
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM
 (OPERATIONS OFFICE 1 – MANILA; OPERATIONS OFFICE
 3 – CALOOCAN NORTH; OPERATIONS OFFICE 9 – PASAY;
 OPERATIONS OFFICE 8 – MUNTINLUPA & LAS PIÑAS;
 OPERATIONS OFFICE 4 – QUEZON CITY)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : RA 1080 or CS Sub-Professional (Optional)

JOB SUMMARY

The Social Welfare Assistant shall assist the Project Development Officer II in the implementation of the programs and services and does other related tasks.

DUTIES AND RESPONSIBILITIES

1. Assist in the conduct of community/group assembly and registration.
2. Follow-up the intervention support to households and in compliance monitoring.
3. Conduct follow-up visits to ensure compliance of families to health and education conditionalities.

4. Provide logistical support in the conduct of capacity building activities for the beneficiaries such as family life education and counselling, parenting education, youth value formation and other family development/enrichment programs/activities.
5. Assist the Social/Case Worker/Community Facilitator in the management of cases e.g. referrals and coordination in the barangays.
6. Assist in encoding updates or progress of household beneficiaries in the database.
7. Document the scheduled community learning activities/CFDS.
8. Perform other related tasks as may be assigned.

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** of the maximum total score on the ETE.

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

Final Shortlisting

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

Position : THREE (3) SOCIAL WELFARE ASSISTANT (REGIONAL SUPPORT SYSTEM STAFF)
 Item Number : FONCR-PCONTRACTUAL-SOCWAS-000406
 FONCR-PCONTRACTUAL-SOCWAS-000737
 FONCR-PCONTRACTUAL-SOCWAS-000702
 Salary Grade : SG 8 / Php 18,998.00
 Vice : CABANILLA, WINALYN V./ NEWLY-CREATED POSITION
 WITH APPROVED AUTHORITY TO HIRE DATED
 DECEMBER 22, 2020
 Status : CONTRACTUAL
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College
 Training : 4 hours of relevant training
 Experience : 1 year of relevant experience
 Eligibility : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College
 Training : 4 hours of relevant training
 Experience : 1 year of relevant experience
 Eligibility : RA 1080 or CS Sub-Professional (Optional)

JOB SUMMARY

The Social Welfare Assistant (Regional Support System Staff) position will handle periodical Compliance Verification and Beneficiary Update Form in the Pantawid Pamilyang Pilipino Program. These positions shall help in ensuring the efficiency and accuracy in the encoding of the beneficiaries' data profiles, compliance and all other vital updates required for encoding.

DUTIES AND RESPONSIBILITIES

1. Encode updates (Update 4, 5, and 9) as necessary, especially during the Data Clean-up during the 2nd quarter of the year.
2. Random verification of encoded updates of the encoders every Friday.
3. Encode beneficiary tracking record.
4. Verification of CV forms versus the encoded in the Pantawid Pamilya.
5. Verification and matching of attachment A versus the encoded in the Pantawid Pamilya Information System.
6. Encoding of attachment A and cleaning of retroactive payment.
7. Act as a support in the absence of Officer of the Day at the Tanggapan ng Reklamo Desk.

8. Perform other related tasks as may be assigned from time to time.

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** of the maximum total score on the ETE.

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

Final Shortlisting

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

Position : **FOUR (4) SOCIAL WELFARE OFFICER II**
 Item Number : **FONCR-PCOS-SOCWO2-000003**
 : **FONCR-PCOS-SOCWO2-000001**
 : **FONCR-PCOS-SOCWO2-000014**
 : **FONCR-PCOS-SOCWO2-000002**
 Salary Grade : **SG 15/ Php 35,097.00**
 Vice : **CARDAÑO, CLARICEL R./ ESTACIO, IRISH MAE M./**
 : **GUZMAN, GENESIS B./ VILLENA, JUDITH CLAIRE T.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO;**
 : **OPERATIONS OFFICE 6 – MALABON, NAVOTAS, &**
 : **VALENZUELA; OPERATIONS OFFICE 9 – MAKATI, PASAY,**
 : **& TAGUIG)**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

JOB SUMMARY

The Social Welfare Officer II shall engage in the implementation of the program, ensure that the implementation of the program is in line with the procedures in accordance with the law.

DUTIES AND RESPONSIBILITIES

1. Integrates with the target community/ies to understand and gain acceptance using participatory processes to identify their needs, problems, capabilities and aspirations.
2. Conducts of community study and accomplishes profiles, spot map, etc. in the context of the Pantawid Pamilya and establishes baseline data as part of the monitoring and evaluation system.
3. Conducts rapid appraisal of existing People's Organizations in the community/ies as basis for possible engagement.
4. Coordinates and facilitate support of stakeholders of Pantawid Pamilya activities around community/LGU priorities.
5. Lobbies concerns to different agencies for support and augmentation of resources for Pantawid Pamilya organizational building.
6. Assists and monitors LAC functionality and to other needed institutional arrangements.
7. Establishes linkages for mobilization of resources for the conduct of activities.
8. Organizes and mobilizes members of the program for social development activities.

9. Initiates advocacy activities in relation to community organizing.
10. Coordinates with concerned programs, units, division in the conduct of community development such as advocacy and capacity building of members for development of people's organizations.
11. Monitors existing community organizing and/or community development activities such as urban gardening.
12. Maintains a journal and document experiences, learning, good practices for enhancement of program operations and policies with the help of other regional staff.
13. Maintains directory of stakeholders, People's Organizations' Leaders and other significant institutions/offices in the assigned LGU/s and community/ies.
14. Develops potential community volunteers from amongst the members of the program in carrying out work plan.
15. Attends to meeting and gathering as required by the program.
16. Fulfills reportorial requirements as established by the M&E system.
17. Perform other related tasks.

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

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

Initial Shortlisting

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

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

Final Shortlisting

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

Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before **NOV 16 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);
- 3.
4. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if applicable);
5. Photocopy of Certificate of Eligibility/Board of Rating and valid PRC License (if applicable);
6. Photocopy of Transcript of Records;
7. Photocopy of Transcript Diploma;
8. Photocopy of Certificate of Grades for Master's/Doctor's Degree earned units (if applicable);
9. Photocopy of Certificates of relevant Learning and Development/Training attended;
10. Photocopy of Certificate/s of previous and present Employment (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/FONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. Applications sent through 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 filling of application.
5. 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
Concurrent HRMDD Division Chief