

## NOTICE OF VACANCY

As of NOV 21 2022

Position : CHIEF ADMINISTRATIVE OFFICER  
Item Number : OSEC-DSWDB-CADOF-45-2004  
Salary Grade : SG 24 / Php 88,410.00  
Vice : PAGADUAN, ALICIA K.  
Status : PERMANENT  
Place of Assignment : FINANCIAL MANAGEMENT DIVISION

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Master's Degree or Certificate in Leadership and Management from the CSC  
Training : 40 hours of supervisory/management learning and development intervention  
Experience : 4 years of supervisory/management experience  
Eligibility : Career Service Professional / Second Level Eligibility

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Master's Degree in Public Administration or Government Management  
Training : 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years relevant to accounting and budget management, financial management  
Experience : At least with 5 years supervision and management and/or familiar with the budgeting process of the government and preferable with strong background in financial management  
Eligibility : Career Service Professional / Second Level Eligibility

### JOB SUMMARY

Under the direction of the Assistant Regional Director with some latitude of exercise of independent judgment, serves as the Division Chief of Financial Management Division or other organizational unit of similar import engaged in varied work ranging from routine to very difficult and responsible work, or performs exceptionally difficult and responsible work requiring training and considerable experience and experience and demonstrated capacity for sound independent work and an intimate knowledge of a subject matter.

### DUTIES AND RESPONSIBILITIES

1. Plans, organizes, directs, supervises and conducts various activities and functions of the division relating to support services to operations in field office/centers and residential care facilities.
2. Prepares and implements effectively the financial plan to support the program, activities and projects of the unit aimed at achieving its desired outcome and mandate along the key result areas lodged to FMD.
3. Provides inputs and comments on proposed policies and guidelines in the region.

4. Ensures the timely payment of all accountabilities and utilities of the office.
  5. Directs the provision of administrative and logistical support to various activities of units/centers and residential care facilities.
  6. Reviews documents and correspondences relative to the operation of the division
  7. Formulate policies and procedures as they affect the daily operations of the division.
  8. Executes management functions such as planning, directing, organizing, staffing and controlling the operations of the division.
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Applicants should be guided by the following **Criteria for Evaluation**:

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

**Initial Shortlisting**                      Obtained **80% or 48 points** on the total score on **Education**, **Training** and **Experience (ETE)**.

**Final Shortlisting**                      Top 5 ranking candidates but overall rating should not be less than **85%**.

Position : **SOCIAL WELFARE OFFICER IV**  
Item Number : **OSEC-DSWDB-SOCWO4-206-2004**  
Salary Grade : **SG 22 / Php 69, 963.00**  
Vice : **CULONG, NELITA S.**  
Status : **PERMANENT**  
Place of Assignment : **SOCIAL WELFARE SPECIALIST GROUP**

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

Education : **Bachelor's Degree in Social Work**  
Training : **Sixteen (16) hours of relevant training**  
Experience : **Three (3) years of relevant experience**  
Eligibility : **RA 1080 (Social Worker)**

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

Education : **Preferably with Master's Degree in Social Work**  
Training : **16 hours of training in case management/ counseling/ communication/ facilitation skill**  
Experience : **3 years' experience in handling case management**  
Eligibility : **RA 1080 (Social Worker)**

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#### **JOB SUMMARY**

Under direction and substantial latitude for the exercise of independent judgment, serves as Specialist engaged in varied work ranging from routine to difficult and special work; performs very difficult, important work requiring training and moderate experience or lower training but considerable experience and thorough knowledge on SWD related laws and policies.

#### **DUTIES AND RESPONSIBILITIES**

1. Conducts and facilitates inter-agency for a and dialogues to address and discuss Concerns;
2. Prepares project proposals for activities plotted in the work plan;
3. Develops programs, projects and activities that will address and enhance the concern of each sector along with the delivery of SWD services;
4. Provides technical assistance to LGUs and other agencies;
5. Acts as resource person in staff and stakeholder training and development activities;
6. Monitors and evaluates the performance of the unit/center and conducts consultation, meetings and case conferences to discuss operational targets, follow-up on outputs and deliverables, discuss performance; and
7. Provides necessary guidance and assistance to staff to ensure that quality output is being delivered.



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

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

<b>Initial Shortlisting</b>	Obtained <b>80% or 48 points on Education, Training and Experience (ETE)</b> .
<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than <b>80%</b> .



Position : **SOCIAL WELFARE OFFICER II**  
Item Number : **OSEC-DSWDB-SOCWO2-372-2004**  
Salary Grade : **SG 15 / Php 35, 097.00**  
Vice : **BAYAS, VIVIENE MARIE S.**  
Status : **PERMANENT**  
Place of Assignment : **MARILLAC HILLS**

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

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

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

Education : **Preferably with units in MS in Social Work**  
Training : **Eight (8) hours of training in case management/counseling/communication/facilitation skill**  
Experience : **Two (2) years of experience in handling case management and/or project management**  
Eligibility : **RA 1080 (Social Worker)**

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#### **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 court-related cases 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 case load inventory and calendar of activities;
6. Maintains files, social case study reports and databank 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; and
8. Conduct social case study and home visit and extend assistance and/or services to families through the 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%
<b>TOTAL</b>	<b>100%</b>

<b>Initial Shortlisting</b>	Obtained <b>75% or 45 points on Education, Training and Experience (ETE)</b> .
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<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than <b>80%</b> .
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Position : **MANPOWER DEVELOPMENT OFFICER I**  
Item Number : **OSEC-DSWDB-MDO1-125-2004**  
Salary Grade : **SG 11 / Php 25, 439.00**  
Vice : **BADONG, EMELINDA**  
Status : **PERMANENT**  
Place of Assignment : **SANCTUARY CENTER**

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

Education : **Bachelor's Degree**  
Training : **None Required**  
Experience : **None Required**  
Eligibility : **Career Service (Professional)/Second Level Eligibility**

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

Education : **Bachelor of Science in Psychology/Business/Community Development/Social Sciences**  
Training : **Training in handling Individual and Groups**  
Experience : **With relevant experience on creating of training programs and with training supervision**

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#### **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. Reviews, Analyzes and Processes ORS/DVs/Payroll/POs including Project Proposals of assigned programs/projects with corresponding allocation in accordance with existing rules and policies;
2. Prepares Status of Fund report (Current and Continuing) of assigned programs/projects on a monthly basis;
3. Submits List of earmarked report on a monthly basis;
4. Assists the Budget Officer in other facets of budget; and
5. Render additional services as authorized in the exigency of the service which shall be compensated accordingly.



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%
<b>TOTAL</b>	<b>100%</b>

<b>Initial Shortlisting</b>	Obtained <b>75% or 45 points on Education, Training and Experience (ETE)</b> .
<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than <b>80%</b> .

Position : **SOCIAL WELFARE OFFICER I**  
Item Number : **OSEC-DSWDB-SOCWO1-149-2004**  
Salary Grade : **SG 11 / Php 25,439.00**  
Vice : **PANGILINAN, MERCY**  
Status : **PERMANENT**  
Place of Assignment : **LEARNING AND DEVELOPMENT SECTION**

#### **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 : **Bachelor's Degree in Social Work**  
Training : **With at least four (4) hours of training on Group Dynamics, Human Behavior Technical Writing, and Secretariat Services**  
Experience : **With at least one (1) year of experience on facilitating training programs or experience as Secretariat**  
Eligibility : **RA 1080 (Social Worker)**

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#### **JOB SUMMARY**

Under general supervision of Division Chief / AO V (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. Organizes the conduct of CBD activity including administrative needs by following the process flow from pre-training and post-training activities.
2. Act as Focal Person for Monitoring of Individual Development Plan of all staff.
3. Secures all participants profile/directory and attendance for maintenance and update of database.
4. Facilitates capability building activities/training
5. Reviews and updates CBD activities by monitoring activities if it is conducted or not as planned in the indicative calendar.
6. Encodes documentation/consolidation of participants
7. Act as Alternate Focal Person for Student Training Program
8. Plans team building with the training team by discussing the flow and content of the program of certain activities.
9. Act as Alternate Focal Person for Anti-Red Tape Unit
10. Acknowledge Feedback Reports
11. Provide TA on project proposals and syllabus, documentation report
12. Acknowledge, review of OCAT
13. Act as Resource Person for Orientation of programs and services and team building activities
14. Prepares RSO/RAO for personnel attending CBD Activity/Specialized Training
15. Act as facilitator for D/CRCFs initiated activities (upon request)
16. Prepares Project Proposals for implementation of capability building activities as stated in the annual calendar of activities.
17. Prepares Documentation Report and minutes of the meeting.

18. Conducts orientation on programs and services to students/interns, newly hired and other stakeholders to equip them with sufficient knowledge on various services of the region.
19. Coordinates or performs administrative functions necessary to deliver and document training programs.
20. Evaluates effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods.

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

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

<b>Initial Shortlisting</b>	Obtained <b>75 % or 45 points</b> on <b>Education, Training and Experience (ETE)</b> .
<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than 80%.



Position : ADMINISTRATIVE ASSISTANT II  
Item Number : OSEC-DSWDB-ADAS2-166-2015  
Salary Grade : SG 8 / Php 18, 998.00  
Vice : MOSCA, MARIA CARMEN G.  
Status : PERMANENT  
Place of Assignment : BUDGET SECTION

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

Education : Completion of Two (2) Years Studies in College  
Training : Four (4) hours of relevant training  
Experience : One (1) year of relevant experience  
Eligibility : Career Service (Subprofessional)/First Level Eligibility

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

Education : Bachelor's Degree preferably in Accountancy, Accounting Management, Economic, Commerce and Allied Business Courses  
Training : With relevant training on government accounting and bookkeeping  
Experience : At least two (2) years of experience involving functions along accounting, budget and cashiering

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#### **JOB SUMMARY**

The Administrative Assistant I will be will be responsible in the processing of all ORS/DVs/Payroll/POs/Project Proposals of the assigned programs/projects with corresponding allocation in accordance with existing rules and policies. He/she will also be responsible in the analysis of the movement of transaction / expenses per object codes of assigned programs/ projects and activities. Likewise, she/he will render other services as authorized by the budget officer.

#### **DUTIES AND RESPONSIBILITIES**

1. Reviews, Analyzes and Processes ORS/DVs/Payroll/POs including Project Proposals of assigned programs/projects with corresponding allocation in accordance with existing rules and policies;
2. Prepares Status of Fund report (Current and Continuing) of assigned programs/projects on a monthly basis;
3. Submits List of earmarked report on a monthly basis;
4. Assists the Budget Officer in other facets of budget; and
5. Render additional services as authorized in the exigency of the service which shall be compensated accordingly.

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

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

<b>Initial Shortlisting</b>	Obtained <b>75% or 45 points on Education, Training and Experience (ETE)</b> .
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<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than <b>80%</b> .
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Position : ADMINISTRATIVE AIDE IV  
Item Number : OSEC-DSWDB-ADA4-634-2004  
Salary Grade : SG 4 / Php 14, 993.00  
Vice : BALAJADIA, KIM ADRIANE V.  
Status : PERMANENT  
Place of Assignment : PERSONNEL ADMINISTRATION SECTION

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

Education : Completion of Two (2) Years Studies in College  
Training : None Required  
Experience : None Required  
Eligibility : Career Service (Subprofessional)/First Level Eligibility

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

Education : Bachelor's Degree in Office Administration, Computer Science, Management, Social Science and other related fields  
Training : At least four (4) hours of relevant training in Records Management, Data Management, and/or Office Productivity Tools  
Experience : At least one (1) year of work experience in Records Management, Data Management, and/or Office Productivity Tools and liaising activities with GSIS, HMDF, Ombudsman, CSC, Central Office, Landbank and PhilHealth

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#### **JOB SUMMARY**

Under the general supervision of the Head of the section, the Administrative Aide IV (Clerk II) shall perform administrative support and clerical functions and does other related tasks as needed.

#### **DUTIES AND RESPONSIBILITIES**

1. Perform liaising activities to GSIS, HMDF, Ombudsman, CSC, Central Office, Landbank, PhilHealth, and other GOs, NGO, and Private offices when needed.
2. Facilitate the endorsement of documents for change of status, verifying and updating of records of Permanent/Contractual employees, submission of documents for retirement benefits and employee's compensation, and facilitating enrollment of newly hired employees to GSIS, HMDF, PhilHealth, etc.
3. Prepare Certificate of Employment of current and separated staff.
4. Printing of DTRs of Field Office staff every 1st and 16th of the month, and enrollment of newly hired and promoted staff to the Biometrics system.
5. Provide administrative support by receiving, making calls and attending to clients as needed.
6. Drafts/prepares generic simple memorandum/official communication for the department.
7. Acts as support staff during trainings and conduct administrative/HR initiated activities.
8. Perform other related tasks.



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

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

**Initial Shortlisting**                      Obtained **75% or 45 points 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-SOCWO2-000117**  
Salary Grade : **SG 15 / Php 35, 097.00**  
Vice : **GOROSPE, MARISSA D.**  
Status : **CONTRACTUAL**  
Place of Assignment : **HAVEN FOR WOMEN**

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

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

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

Education : **Bachelor's Degree in Social Work**  
Training : **With at least twenty-four (24) hours of relevant training**  
Experience : **With at least two (2) years' experience in case management**  
Eligibility : **RA 1080 (Social Worker)**

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#### **JOB SUMMARY**

Under general supervision of Center Head and Social Welfare Officer 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 handling gender-based violence cases and does other related task 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 case load inventory and calendar of activities;
6. Maintains files, social case study reports and databank 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; and
8. Conduct social case study and home visit and extend assistance and/or services to families through the self-help concept.

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%
<b>TOTAL</b>	<b>100%</b>

<b>Initial Shortlisting</b>	Obtained <b>75% or 45 points</b> on Education, Training and Experience (ETE).
<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than <b>80%</b> .



Position : **PROJECT DEVELOPMENT OFFICER II**  
 Item Number : **FONCR-CONTRACTUAL-PDO2-000052**  
 Salary Grade : **SG 15 / Php 35, 097.00**  
 Vice : **LUNA, NOLI M.**  
 Status : **CONTRACTUAL**  
 Place of Assignment : **SUSTAINABLE LIVELIHOOD PROGRAM**

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

Education : **Bachelor's Degree relevant to the job**  
 Training : **Four (4) hours of relevant training**  
 Experience : **One (1) year of relevant experience**  
 Eligibility : **Career Service (Subprofessional)/Second Level Eligibility**

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

Education : **Bachelor's Degree preferably in Management, Accounting, Finance, Entrepreneurship, Development Studies, Community Development, or any business-related and social sciences degree.**  
 Training : **At least eight (8) hours of relevant training in financial management, basic government budgeting, accounting and cash programming, social entrepreneurship, and project development.**  
 Experience : **At least four (4) years of experience in locally and/or foreign-assisted projects involving financial management. Knowledgeable in basic principles of government accounting, budgeting and cash management from preparation, implementation, control and monitoring.**  
 Eligibility : **None Required**

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#### **JOB SUMMARY**

Under the direct supervision of the SLP-Regional Program Coordinator (SLP-RPC) and the Project Development Officer II-Monitoring and Evaluation Officer for Finance will manage, monitor and report the financial allocation, obligation and disbursement of the RPMO. This entails close coordination with the Provincial and Municipal staff of the RPMO and the streamlined ABC staffs.

#### **DUTIES AND RESPONSIBILITIES**

9. Assist in the preparation of the Annual Budget Proposal, Work and Financial Plan (WFP) and Monthly Disbursement Plan (MDP) based on the existing policies and guidelines of the Department of Budget and Management (DBM) and the Commission on Audit (COA);
10. Coordinate with the Designated Supply/ Procurement Officer of the Field Office and ensure that all activities needing procurement in the WFP is included in the Project Procurement Management Plan (PPMP);
11. Monitor and control overall fund utilization as to allotments vis-à-vis approved WFP;
12. Monitor and report in coordination with the M&E Officer for Operations the financial status of the projects being proposed, implemented and completed;
13. Monitor and control fund utilization as to cash disbursement thru access of the viewing facility of Cash Allocation and Utilization Management System (CAUMS) of the Cash Division;
14. Assist in the preparation of Obligation Request (ObRs) Budget Utilization Request of Funds and Notice of Transfer Allocation (NTA) based on the approved WFP and project proposal;

15. Monitor and control SAA and NTA releases to Field Office to ensure that the funds downloaded to FOs are fully utilized on scheduled timeline;
16. Monitor and control other request e.g. Modification Request, ObRs and BURs to ensure proper funding and implementation of the activities;
17. Coordinate regularly with SLP NPMO Planning and Program Development Unit (PPD) and Monitoring and Evaluation Unit (MEU) regarding fund allocation, disbursement and modification concerns;
18. Weekly monitoring of obligation and disbursement, list of cash or check releases pertaining to all SLP funds;
19. Prepare monthly reports with analysis on the obligation and disbursement of funds by activity per approved WFP and MCP;
20. Prepare monthly reports with analysis on the obligation and disbursement of funds by activity reconciled with Budget Officer;
21. Coordinate with the LP Social Marketing Officer for the presentation and dissemination of reports on financial accomplishments for information management;
22. Review all request for fund release NPMO and RPMO initiated activities and ensuring that all activities are within the allocation and cost parameters; and
23. Perform other related tasks that may be assigned from time to time.

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

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

<b>Initial Shortlisting</b>	Obtained <b>75% or 45 points on Education, Training and Experience (ETE)</b> .
<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than <b>80%</b> .



Position : ADMINISTRATIVE ASSISTANT III  
 Item Number : FONCR-CONTRACTUAL-ADAS3-000061  
 Salary Grade : SG 9 / Php 20, 340.00  
 Vice : TOBIAS, RIZZA BETH T.  
 Status : CONTRACTUAL  
 Place of Assignment : NATIONAL HOUSEHOLD TARGETING OFFICE

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

Education : Completion of Two (2) Years Studies in College  
 Training : Four (4) hours of relevant training  
 Experience : One (1) year of relevant experience  
 Eligibility : Career Service (Subprofessional)/First Level Eligibility

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

Education : Graduate of at least a Two-Year Course in Office Management, Secretarial or related course  
 Training : At least four (4) hours of relevant training  
 Experience : At least one (1) year work experience in administrative, secretarial and/or clerical, records management and records keeping  
 Eligibility : None Required

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#### **JOB SUMMARY**

Administrative Assistant is responsible for many clerical tasks to ensure the staff can communicate and work efficiently. Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

#### **DUTIES AND RESPONSIBILITIES**

1. Annually draft Work and Financial Plan of the Section;
2. Quarterly/Semestral/Annual Fund Utilization Report;
3. Requests for fund releases;
4. Monitoring and tracking of fund sub-allotment, notices of cash allocation, and actual cash disbursements;
5. Process payments for all financial transactions involving the RPMO;
6. Filing and maintaining of financial records of the Section;
7. Liaise with the Finance Officer of the Financial Management Service;
8. Up to date tracking and maintaining of records, file management, and compliance to 7s of Good Housekeeping; and
9. Other reports as may be instructed or required by the immediate supervisor.



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

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

<b>Initial Shortlisting</b>	Obtained <b>75% or 45 points on Education, Training and Experience (ETE)</b> .
<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than <b>80%</b> .

Position : HOUSEPARENT II  
Item Number : FONCR-CONTRACTUAL-HP2-000024  
Salary Grade : SG 6 / Php 16, 877.00  
Vice : LACERNA, KRISTIANNE M.  
Status : CONTRACTUAL  
Place of Assignment : HAVEN FOR WOMEN

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 one (1) year experience along provision of homelife service/caregiving/housekeeping

JOB SUMMARY

Under the general supervision of the Houseparent III/Supervising Houseparent 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 cases of violence against women (VAW) and women in especially difficult circumstances (WEDC) and trafficking in persons (TIP).

DUTIES AND RESPONSIBILITIES

1. Supervises the daily activities of the residents in the cottage;
2. Formulates and evaluates intervention plan of the individual women victim-survivors based on daily observation;
3. Renders cottage session to women victim-survivors;
4. Presents the observation report in case conferences and rehabilitation team meeting; and
5. Prepares progress report on the status of the women victim-survivors.

Position : HOUSEPARENT II  
Item Number : FONCR-CONTRACTUAL-HP2-000178  
Salary Grade : SG 6 / Php 16, 877.00  
Vice : TONGCUA, REYNALYN D.  
Status : CONTRACTUAL  
Place of Assignment : NAYON NG KABATAAN

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

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

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

Education : Graduate of practical nursing, midwifery and other allied courses  
Training : At least eight (8) hours of training along housekeeping and caregiving courses  
Experience : At least with two (2) years' experience along provision of homelife service

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#### **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 Nutritionists Dietician appropriately;
4. Leads educational activities such as reading, writing and participation in extracurricular activities in 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. 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; and
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> 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%
<b>TOTAL</b>	<b>100%</b>

**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 : **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)**

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#### **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**:

<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%
<b>TOTAL</b>	<b>100%</b>

<b>Initial Shortlisting</b>	Obtained <b>75 % or 45 points</b> on <b>Education, Training and Experience (ETE)</b> .
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<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than 80%.
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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)

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#### **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, and 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.
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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%
<b>TOTAL</b>	<b>100%</b>

**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)**

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

**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)**

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#### **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, and 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.
8. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
9. 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.
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.

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

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

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

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



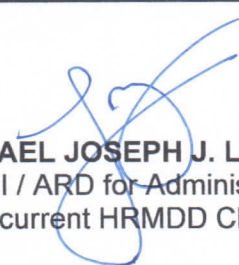
Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before DEC 06 2022 not later than 5:00 PM:

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](http://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](mailto: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