

NOTICE OF VACANCY

As of 14 NOVEMBER 2022

Position : **(1) SOCIAL WELFARE OFFICER III**
Item Number : **FONCR-COS-SOCWO3-2211001**
Salary Grade : **SG 18 / PHP 45,203.00**
Vice : **NEWLY CREATED POSITION DATED NOVEMBER 1, 2022**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **INTER-AGENCY COUNCIL AGAINST TRAFFICKING –
TRAFFICKING-IN-PERSON CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Social Work**
Training : **Eight (8) hours of relevant training**
Experience : **Two (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 training in case
management/counseling/communication/facilitation skill**
Experience : **2 years experience in handling case management and/or project
management**
Eligibility : **RA 1080 (Social Work)**

JOB SUMMARY

Under general supervision of the Assistant Regional / C/RCF Coordinator / Division chief and worth some latitude for the exercise if independent judgement, serves as officer-in-charge of the center or head of the unit engaged in varied work engaging from routine to difficult work pertaining to implementation of programs for social protection or performs adoption, foster care, minor travelling abroad, disaster management, crisis intervention, community-based services, special projects and livelihood.

DUTIES AND RESPONSIBILITIES

1. Supervises Social Welfare Officer II on the monitor cases of residents
2. Review all documents pertaining to the client's need for assistance and recommends approval/disapproval
3. Review the entire case folders to ensure the completeness of the case folder and the SCSR using the prescribed format prior to endorsement to ARD for the RD's approval
4. Executes and implement policies and programs renders administrative decision on matter within the limits of delegated authority

5. Supervises institutions social workers on the performance of their duties, assign workloads to ensure equitable and proper distribution of personnel
6. Conducts regular supervisory conference for staff development and case management for better program implementation
7. Organize volunteers groups to assist and provide auxiliary services
8. Coordinates/ties-up with stake holders, NGO's GO for other interventions needed by residents which are not available and accessible in the center.
9. Reviews and recommends alternate measure in response to the challenges of the center
10. Identifies the training needs of each worker and recommends for staff development

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

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

Initial Shortlisting

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

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

Final Shortlisting

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

Position : **(2) SOCIAL WELFARE OFFICER II**
 Item Number : **FONCR-COS-SOCWO2-2211002**
 : **FONCR-COS-SOCWO2-2211003**
 Salary Grade : **SG 15 / PHP 35,097.00**
 Vice : **NEWLY CREATED POSITION DATED NOVEMBER 1, 2022**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **INTER-AGENCY COUNCIL AGAINST TRAFFICKING –**
 TRAFFICKING-IN-PERSON CENTER

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 : **Four (4) hours of relevant training**
 Experience : **One (1) year of relevant experience**
 Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Conduct intake interview, develop case study report included the intervention plan based on the result on the assessment
2. Act as the case management and lead the conduct of Case Management Planning through intake interview, case conferences, implementation and monitoring of the resident's condition
3. Orients clients on house rules, regulation, introduces clients to other residents, social workers and other staff
4. 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
5. Implementations rehabilitations services based on the treatment plan and prepares corresponding minutes of the plan implementation to Center Head
6. Prepares and submit case load inventory and calendar of activities
7. Maintain files, social case study report and databank of clients served

8. 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
9. Conduct social case study and home visit and extend assistance and/or services to the families through the self-help concept
10. Coordinate with allied professional or specialist, government and non-government organization to access services that could address the needs of the residents

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	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting

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

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

Final Shortlisting

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

Position : **(1) NURSE I**
 Item Number : **FONCR-COS-NUR1-2211004**
 Salary Grade : **SG 15 / PHP 35,097.00**
 Vice : **NEWLY CREATED POSITION DATED NOVEMBER 1, 2022**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **INTER-AGENCY COUNCIL AGAINST TRAFFICKING –
TRAFFICKING-IN-PERSON CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree in Nursing**
 Training : **None Required**
 Experience : **None Require**
 Eligibility : **RA 1080 (Nurse)**

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Assists in conceptualizing IEC materials to promote various health-based advocacy programs.
2. Conduct regular rounds during duty and monitor medical condition of the resident.
3. Assist the officer during medical consultation and ensures that the medical officer's order are carried out properly.
4. Administer medication.
5. Performs health education to address safety care needs for injuries, common complications and prevalent illnesses and for the promotion of health.
6. Escorts residents to the hospital and other charitable institutions during emergency or if necessary.
7. Maintains medical records of clients as reference of Medical Officers in diagnosing and providing treatment.
8. Promotes clients' independence by establishing care goals to understand the condition and medications.
9. Assures quality of nursing care by adhering to the therapeutic standards, assessing medical intervention undertaken, making or recommending necessary adjustments; following C/RCF protocol in providing proper medical service to clients.
10. Maintains medical supplies inventory by checking stock to determine availability; anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
11. Ensures efficient and coordinated medical services by coordinating and planning clinic activities; communicates clients' needs and makes referrals when necessary.
12. Administers and checks proper medication order as prescribed by the Medical Officer III and reviews drugs/medications on stock to ensure that it does not exceeding the expiration date.
13. Provide frequent client evaluations including monitoring vital signs and perform essential procedures during emergency situations.
14. Prepares and submits reports.

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	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting

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

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

Final Shortlisting

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

Position : **(1) ADMINISTRATIVE ASSISTANT III**
 Item Number : **FONCR-COS-ADAS3-2211005**
 Salary Grade : **SG 9 / PHP 20,402.00**
 Vice : **NEWLY CREATED POSITION DATED NOVEMBER 1, 2022**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **INTER-AGENCY COUNCIL AGAINST TRAFFICKING –
TRAFFICKING-IN-PERSON CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Completion of two-years in college**
 Training : **Four (4) hours relevant training**
 Experience : **One (1) year relevant experience**
 Eligibility : **None Required**

JOB SUMMARY

Under general supervision of the chief administrative officer with some latitude to the supervision Administrative Officer V of the general administration services Division. Perform some technical and direct administrative task to facilitate detailed compliance to RA 9184 also known as "Government Procurement Reform Act", to serve the needs of the Field Office pertaining to supplies, properties and foodstuff.

DUTIES AND RESPONSIBILITIES

1. Sorts, index and files correspondence, reports and other documents.
2. Routes documentary bags or telegrams received to proper circuit for transmission.
3. Records communications received and transmitted.
4. Traces missing or un-transmitted messages.
5. Maintains record or files out from letters and routine application and request for completeness and accuracy.
6. Makes physical count items and records figures.
7. Does simple posting of figures on records figures.
8. Prepares bills and statement of current accounts.
9. Meets the public and answers routine questions about places, events or personnel.
10. Prepares, receives and maintain records of correspondence.
11. Keeps time records of employee.
12. Perform related task.

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	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting

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

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

Final Shortlisting

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

Position : **(7) HOUSEPARENT II**
 Item Number : **FONCR-COS-HP2-2211006 to 2211012**
 Salary Grade : **SG 6 / Php 16,877.00**
 Vice : **NEWLY CREATED POSITION DATED NOVEMBER 1, 2022**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **INTER-AGENCY COUNCIL AGAINST TRAFFICKING –
TRAFFICKING-IN-PERSON CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Observes and reports any significant behavioral patterns of client 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 instruction of Nutritionist Dietitian appropriately.
4. Leads education 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 client's 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. Assist residents in undertaking general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage.

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

Only those who obtained the 41.25 points or 75% on ETE shall proceed to the next recruitment process.

Final Shortlisting

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

Position : (1) COOK I
 Item Number : FONCR-COS-HP2-2211013
 Salary Grade : SG 3 / Php 14,125.00
 Vice : NEWLY CREATED POSITION DATED NOVEMBER 1, 2022
 Status : CONTRACT OF SERVICE
 Place of Assignment : INTER-AGENCY COUNCIL AGAINST TRAFFICKING –
 TRAFFICKING-IN-PERSON CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

Under general supervision of Social Welfare Officer V and Nutritionist Dietitian I and III, and with some latitude for the exercise of the independent judgement, performs menu planning, purchasing of supplies and daily preparations of nutritious meals and snacks served to the clients in the center. Works in consultation with Nutritionist Dietitian to ensure the smooth operation of the kitchen and its coordination with the other programs of the center,

DUTIES AND RESPONSIBILITIES

1. Conduct housekeeping tasks necessary to maintain the kitchen in an organized, clean, safe and hygienic condition at all times.
2. Prepares meal in accordance to recipes and menu and to the recommendation of nutritionist dietitian.
3. Conduct regular inventory of kitchen equipment and supplies.
4. Check, inspects and accepts food supplies delivered in the center to ensure best quality of products like size and quality of fish , freshness of meat and the like.
5. Clean and stores raw foodstuff deliveries.
6. Check availability of ingredients needed for the next day menu.
7. Establishes and maintains communication and consultation with clients and other services regarding the clients' dietary restrictions and allergies and etc.
8. Prepares requisition of non-perishable foods, toiletries and other supplies.

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

Education (E)	15%
Training (T)	15%
Experience (E)	25%

Written Exam	
Special/Technical Exam	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting

Obtained **41.25 points** or **75%** of the maximum total score on ETE.

Only those who obtained the 41.25 points or 75% on ETE shall proceed to the next recruitment process.

Final Shortlisting

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

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 19 November 2022 not later than 5:00 PM:

1. Application letter addressed to **Regional Director MONINA JOSEFINA HO ROMUALDEZ** (Signifying the Position, Item Number, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if applicable) Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
4. Photocopy of Transcript of Records
5. Photocopy of Transcript Diploma;
6. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
7. Photocopy of Certificate/s of previous and present Employment (if applicable);
8. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
9. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.

NOTES:

1. For online submission of application, please access this link <https://bit.ly/FONCRrecruitment> and submit the scanned PDF copy of your credentials.
2. For multiple applications, please submit separate application requirements for each desired position.
3. For walk-in applicants, please ensure to submit your documents with a clip fastener.
4. Present original or authenticated copies of the above documentary requirements for verification during filling if application.
5. All interested qualified next-in-rank employees with Permanent status should submit the filled-out "next-in-rank intent to apply form" together with their credentials.
6. Submission of applications **beyond the deadline and with incomplete attachments will not be accepted and shall mean automatic disqualification for the position you are applying for.**


MICHAEL JOSEPH J. LORICO
 Director III – ARD for Administration