

NOTICE OF VACANCY

As of JAN 12 2023

Position : ONE (1) SOCIAL WELFARE OFFICER III
Item Number : FONCR-PCONTRACTUAL-SOCWO3-000067
Salary Grade : SG 18/ Php 45,203.00
Vice : CERVANTES, RUEL J.
Status : CONTRACTUAL
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (OPERATIONS OFFICE 5 – QUEZON CITY)

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Bachelor's degree in Social Work
Training : 24 hours of relevant training in planning, organizing, and frontline services
Experience : 3 years' of relevant experience in community organizing, case management/analysis, support to an organization, or major/complex project
Eligibility : RA 1080 (Social Worker)

JOB SUMMARY

The Social Welfare Officer III is responsible for managing the overall operations and administrative of provincial clusters and ensuring implementation of activities as scheduled based on the approved Work and Financial Plan. Supervise and monitor the systems and processes for 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. Reviews and provides inputs and recommendations to proposed activities and budgetary requirements at Provincial level; Checks and evaluates the resource requirements of provincial operations (personnel, materials and logistics) follows-up with concerned units, coordinates with field staff and allocates resources accordingly.
2. Provide technical assistance and supervision through consultation, meetings, dialogues, case conferences and conduct of spot checks and mentoring to the Municipal Links/field implementers in the performance of their tasks and functions and achievement of deliverables (combined duties of PL and SWO III).

3. Checks and provides technical assistance to subordinates to ensure functioning of all advisory committees and action teams in the province (Municipal/Local/Provincial Advisory Committees, Municipal/Local/Provincial Action Teams); Evaluates program situation in the province and conducts consultative meetings and communicates with stakeholder counterparts to discuss provincial program situation, issues and concerns and seek their involvement in the resolution of such promotion of the program specifically on meeting the supply side requirements, advocacy and convergence thrusts including tapping and mobilization of community resources.
4. Monitor and supervise the systems operations at the provincial level particularly on the timely response to documents and requirements of the key systems, e.g. timely and complete submission of updates form; dissemination, completion of CVS forms by partner agencies and stakeholders; retrieval and submission to RPMO and response to queries and complaints and validation of GRS cases and conduct of cash grants releases.
5. Review and monitor the consolidated updates/reports on provincial caseload as follows:
 - a. Registration and Enrollment-Ilds, Oath of Commitment and LBP forms;
 - b. Household data updating;
 - c. Verifications of compliance – households, children, schools and health centers covered in the conduct of verification;
 - d. Updating of library of schools and health centers in coordination with the ITO;
 - e. Grievances and complaints received, responded and resolved.
6. Monitors and ensure the compliance of Local Government Units and partner agencies on supply side requirements of the program.
7. Coordinate with the cluster focal staff and C/MLs in the implementation of the 4Ps within the cluster area down to Municipal level.
8. Assist City Link/Caseworkers on the conduct of case management of households with dysfunctional families and/or whose household members are in difficult circumstances such as child and women abuse cases, child in conflict with the law, marital conflict, and systems-related cases.
9. Ensure close coordination with key partner agencies, LGUs and other stakeholders at the municipal level through the Municipal Link to facilitate compliance verification, complementation of support services and other requirements of the program.
10. Consolidate, review and provide inputs, submit periodic reports on the accomplishments, case summary report and issues and recommendations submitted by the City Links, and endorse the same to the Operations Office for action of the Area Coordinator.
11. Assist in the conduct of performance evaluation of the CL/MLs.
12. Conducts interviews, home visits, field validation, counseling, and case management of the beneficiaries of the program.
13. Assist in the supervision of the following positions stationed in the City Operations Offices.
14. Ensures the caseload of City Link and SWAs are proportionate to the number of households, parent groups and geographical area where the beneficiaries are assigned each group.
15. Ensures the facilitation of community organizing at the District/City Level where resource mobilization is exhausted to uplift the level of well-being of partner beneficiaries.

Facilitates referrals or link the partner beneficiaries to appropriate social interventions.

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 : 14 PROJECT DEVELOPMENT OFFICER II (CITY LINK)

Item Number : FORNCR-PCONTRACTUAL-PDO-000494
 FONCR-PCONTRACTUAL-PDO2-000140
 FONCR-PCONTRACTUAL-PDO2-000765
 FONCR-PCONTRACTUAL-PDO2-000587
 FONCR-PCONTRACTUAL-PDO2-000487
 FONCR-PCONTRACTUAL-PDO2-000193
 FONCR-PCONTRACTUAL-PDO2-000179
 FONCR-PCONTRACTUAL-PDO2-000459
 FONCR-PCONTRACTUAL-PDO2-000617
 FONCR-PCONTRACTUAL-PDO2-000254
 FONCR-PCONTRACTUAL-PDO2-000624
 FONCR-PCONTRACTUAL-PDO2-000628
 FONCR-PCONTRACTUAL-PDO2-000523
 FONCR-PCONTRACTUAL-PDO2-000286

Salary Grade : SG 15 / Php 35,097.00

Vice : ALINDAY, MARIA CLARISSA L./ APACIBLE, MELBOURNE S./
 BRIONES, THALIA MARIE A./ COQUILLA, RIA D./ DELA CRUZ,
 CARLO D./ GALICIA, HONEY LYNE S./ DIMAOCOM, SITTIE
 HAFSAH S./ BUNOL, ROY A./ RAMIREZ, SYLVIA J./ MAMALE,
 MARY JANE V./ NEWLY-CREATED POSITION WITH APPROVED
 AUTHORITY TO HIRE DATED DECEMBER 22, 2020

Status : CONTRACTUAL

Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (OPERATIONS
 OFFICE 1 & 2 – MANILA; OPERATIONS OFFICE 3 – CALOOCAN
 NORTH & SOUTH; OPERATIONS OFFICE 4 & 5 – QUEZON CITY;
 OPERATIONS OFFICE 7 – MARIKINA & PASIG; OPERATIONS
 OFFICE 9 – MAKATI & SAN JUAN

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 any 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
(INSTITUTIONAL PARTNERSHIP AND DEVELOPMENT
OFFICER)**

Item Number : **FONCR-PCONTRACTUAL-PDO2-000009**

Salary Grade : **SG 15 / Php 35,097.00**

Vice : **TARIFA, JESUS V.**

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 any 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 (Institutional Partnership and Development Officer) shall coordinates with partner agencies and other stakeholders for resource augmentation and technical support.

DUTIES AND RESPONSIBILITIES

1. Facilitate preparatory activities for the signing of Memorandum of Agreement with the Local Government Units and ensure submission of municipal and city resolutions regarding commitment and support of the Local Government Units in the implementation of 4Ps in their respective localities.
2. In coordination with the Provincial Operations Office, monitor compliance of provincial and municipal LGUs to the stipulations of the MOA including but not limited to the regular PAC, MAC meetings and specific support to address supply side gaps.
3. Conduct orientation and presentation of Supply Side Assessment Results to RAC, PAC and MAC to solicit support from partners in addressing supply side gaps.
4. Monitor submission of supply side assessments, encoding and consolidation of supply side results.
5. Monitor and consolidate report of Provincial Operations Office on the compliance to supply side of the LGUs and partner agencies based on the supply side gaps identified by the assessment results.
6. Establish coordination and networking with other stakeholders such as NGOs, POs, church organizations to augment provision of supply side requirements and support services for household beneficiaries of the program.
7. Maximize support and coordination with sectoral networks in coordination with Provincial Operations Office along Gabay, Tulay, Bantay and Kaagapay.
8. Provides technical and secretariat support to the Regional Advisory Committee.
9. Prepare regular updates and reports as required by the Field Offices and the National Project Management Office.

10. Accomplish performance commitment and appraisal.
11. Perform other tasks that may be assigned.

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) PROJECT DEVELOPMENT OFFICER II
(CITY LINK – COMMUNITY ORGANIZER)
Item Number : FONCR-PCONTRACTUAL-PDO2-000560
Salary Grade : SG 15 / Php 35,097.00
Vice : NEWLY-CREATED POSITION WITH APPROVED
Status : AUTHORITY TO HIRE DATED DECEMBER 22, 2020
Place of Assignment : CONTRACTUAL
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 any 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 Pamilyang Pilipino Program 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 Pamilyang Pilipino Program activities around community/LGU properties.
5. Lobbies concerns to different agencies for support and augmentation of resources to for Pantawid Pamilyang Pilipino Program 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**:

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

Initial Shortlisting

Obtained **75% or 45 points** 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
 (REGIONAL GENDER AND DEVELOPMENT OFFICER)
 Item Number : FONCR-PCONTRACTUAL-PDO2-000028
 Salary Grade : SG 15 / Php 35,097.00
 Vice : REYNO, IRENE G.
 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 any 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 (Regional Gender and Development Officer) shall provide technical assistance to other Pantawid program focals/officers in the generation and analysis of sex-disaggregated data and in the use of gender-fair language in reports and all forms of communication.

DUTIES AND RESPONSIBILITIES

1. Mainstreams gender perspective with people by conducting the following:
 - a. Administers GAD Learning Needs Assessment (LNA) for all RPMO staff.
 - b. Maintains, updates, and monitors personnel knowledge, skills, attitudes, and perspectives (KSAP) on GAD foundational topics, skills-based topics, and special and issue-based topics.
 - c. Works with Pantawid Capability Building intervention based on the GAD LNA results.
 - d. Ensures that activity proposals (i.e. capability building, M&E, Advocacy) are reviewed for gender responsiveness.
2. Conducts annual gender assessment and GAD mainstreaming monitoring, evaluation, and reporting to ensure gender-responsive program implementation by conducting the following:
 - a. Provides technical assistance to other Pantawid program focals/officers in the generation and analysis of sex-disaggregated data and in the use of gender-fair language in reports and all forms of communication.
 - b. Works with other Pantawid Pamilyang Pilipino Program focals/officers in annually assessing the level gender responsiveness of program implementation using standards GAD tools.
 - c. Consolidates and prepares GAD mainstreaming monitoring reports based on Pantawid GAD framework and safeguard indicators.
 - d. Facilitates the generation of regional reports such as the Pantawid GAD situationer. Gender red sites, GAD mapping results, and other core GAD statistics as may be sourced from the Pantawid Pamilya Information System

- (PPIS), and other sources i.e. municipal, provincial, and partner-stakeholder reports, including gender analysis.
- e. Initiates and strengthens partnership with LGUs, agency partners, and other local stakeholders (i.e. CSOs) towards gender-responsive PAPs formulation and implementation.
 - f. Leads in the formulation of Annual GAD Plan and budget of the program.
 - g. Provides technical assistance to other RPMO staff through established mechanism such as the Regional Pantawid GAD Working Group, to POOs and MOOs.
 - h. Consolidates and submits bi-annual GAD Accomplishment Report to the GAD-NPMO; and shares reports with the Regional GAD TWG, with partners and stakeholders (agencies, LGUs, CSOs) when necessary for GAD resource pooling and augmentation.
3. Identifies and develops core GAD advocacy messages through the following:
- a. Identifies glaring gender issues and gaps that may arise from program implementation.
 - b. Provides technical input and works with the Social Marketing component in developing and popularizing GAD Advocacy materials.
 - c. Provides technical input in developing and running FDS Modules that discuss and focus on GAD-related topics.
 - d. Documents and shares creative initiatives in GAD mainstreaming in the Region.
4. Performs other tasks as may be directed by their immediate supervisors.

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) TRAINING SPECIALIST II
Item Number : FONCR-PCONTRACTUAL-TRNSP2-000004
Salary Grade : SG 15 / Php 35,097.00
Vice : JAPITAN, CATHLEEN FRITZ D.
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 Education, Human Resource Management/Development, Public Administration, and other Allied Social Science
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : RA 1080 or CS Professional (Optional)

JOB SUMMARY

Under the general supervision of Training Specialist III and with some latitude for the exercise of independent judgment; develop, organize, conduct, and facilitate capability building activities that would enhance the acquired competencies of the Pantawid Pamilya staff/partners to effectively and efficiently perform their duties as program implementers.

DUTIES AND RESPONSIBILITIES

1. Plan, organize and conduct of capability building activities including administrative need by following the process flow from pre-training and post training activities.
2. Serve as facilitator, resource person, chat admin, support for Pantawid Pamilyang Pilipino Program capability building activities.
3. Act as a resource person based on knowledge and expertise.
4. Prepare and submit project proposals of capability building activities.
5. Prepare and submit capability building monthly and quarterly report.
6. Act as member of Knowledge Management (KM) secretariat of the region.
7. Prepare and submit proposed Work and Financial Plan (WFP) and Project Procurement Management Plan.
8. Develop, enhance, and update training materials (syllabus, PowerPoint presentation, etc.) of Pantawid Pamilyang Pilipino Program.
9. Prepare and submit documentation report of activities.
10. Prepare and submit training management team report.
11. Provide technical assistance on reports and documents such as but not limited to project proposals, Pantawid Pamilya KM initiatives report and knowledge sharing session documentation report.
12. Prepare and submit monthly calendar of activities and accomplishment reports.
13. 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%

Position : ONE (1) ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)
 Item Number : FONCR-PCONTRACTUAL-ADAS3-000043
 Salary Grade : SG 9 / Php 20,340.00
 Vice : ENANO, EDNA E.
 Status : CONTRACTUAL
 Place of Assignment : PANTAWID FAMILYANG PILIPINO PROGRAM
 (OPERATIONS OFFICE 3 – CALOOCAN NORTH & CALOOCAN SOUTH)

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 (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**:

<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 ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER)
 Item Number : FONCR-PCONTRACTUAL-ADAS3-000356
 Salary Grade : SG 9 / Php 20,340.00
 Vice : DURAN, EDEN Y.
 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 Accounting or any 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.

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 II
 Item Number : FONCR-PCONTRACTUAL-ADAS2-000116
 Salary Grade : SG 8 / Php 18,998.00
 Vice : MUSTRADO, MARVIN D.
 Status : CONTRACTUAL
 Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM

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 along technician, computer trouble shooting and equipment management
 Experience : 1 year of relevant experience along technician, computer trouble shooting and equipment management
 Eligibility : RA 1080 or CS Sub-Professional

JOB SUMMARY

The Administrative Assistant II shall perform administrative-related tasks such as receiving incoming and outgoing documents; shall provide assistance in preparing logistical support in the implementation of the program.

DUTIES AND RESPONSIBILITIES

1. Perform administrative support and clerical functions.
2. Manage incoming and outgoing communications.
3. Draft and encode communications, contracts, vouchers, RIVs, proposals and TEVs.
4. Assist in coordinating the general services functions.
5. Accomplish performance commitment and appraisal.
6. 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%.

Position : TWO (2) SOCIAL WELFARE OFFICER II
 Item Number : FONCR-PCOS-SOCWO2-000003
 Salary Grade : FONCR-PCOS-SOCWO2-000001
 Vice : SG 15/ Php 35,097.00
 Status : CARDAÑO, CLARICEL R./ ESTACIO, IRISH MAE M./
 Place of Assignment : CONTRACT OF SERVICE
 : PANTAWID PAMILYANG PILIPINO PROGRAM
 : (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%.

Position : (1) ADMINISTRATIVE ASSISTANT III
 (COMMUNITY DEVELOPMENT ASSISTANT)
 Item Number : FONCR-PCOS-ADASIII-000011
 Salary Grade : SG 9 / Php 20,402.00
 Vice : CARREON, ANTHONY CONRAD C.
 Status : CONTRACT OF SERVICE
 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 : None required
 Experience : None required
 Eligibility : RA 1080 or CS Sub-Professional

JOB SUMMARY

The Administrative Assistant III (Community Development Assistant) shall perform administrative-related task as receiving incoming and outgoing documents; shall provide assistance in preparing logistical support in the implementation of the program.

DUTIES AND RESPONSIBILITIES

1. Oversee incoming and outgoing communications.
2. Type confidential correspondence, reports and other documents.
3. Maintain and update official files.
4. Keep all schedules and activities of the Deputy Program Manager.
5. Keep track of day to day communications.
6. Operate fax machine and transmit messages to FOs/other agencies.
7. 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% of the maximum total score on ETE and only those who obtained an **average** percentile on the Initial Qualifying Test (IQT)

Only those who passed the IQT shall proceed to the next recruitment process

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

Position : ONE (1) ADMINISTRATIVE AIDE IV (ENCODER)
Item Number : FONCR-PCOS-ADA4-0000030
Salary Grade : SG 4 / Php 14,993.00
Vice : RODRIGUEZ, PIO T.
Status : CONTRACT OF SERVICE
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of Two-Years Studies in College
Training : None required
Experience : None required
Eligibility : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Completion of Two-Years Studies in College
Training : None required
Experience : None required
Eligibility : RA 1080 or CS Sub-Professional

JOB SUMMARY

The Administrative Aide IV (Encoder) 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. Prepare compile and sort documents for data entry.
 2. Encodes accurately various forms into computer system.
 3. Compares data entered with source documents, re-enters data in verification format on screen to detect errors.
 4. Make sure that information is entered correctly and no mistake is being made during data entry operations.
 5. Records and report data discrepancies and gaps or source documents inconsistencies to the Regional/Provincial Systems Focal and/or CMTs.
 6. Performs any other administrative tasks such as document processing and records management.
 7. Prepares and maintain logbook of activities and tasks.
 8. Performs other tasks as the supervisor may assign within the prescribed office rules and regulations.
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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%.

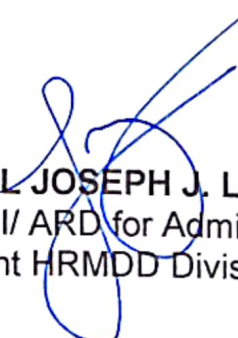
Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before JAN 26 2023 not later than 5:00 PM:

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. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if applicable);
4. Photocopy of Certificate of Eligibility/Board of Rating and valid PRC License (if applicable);
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/Training attended;
9. Photocopy of Certificate/s of previous and present Employment (if applicable);
10. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
11. 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/FONCRrecruitmentuhub> 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