
NOTICE OF VACANCYAs of JAN 30 2023

Position : **(11) SOCIAL WELFARE OFFICER I**
Item Number : **FONCR-COS-SOCWO1-000097 / 211153 - 211162**
Salary Grade : **SG 11 / Php 27, 000.00**
Vice : **CARLOS, JOSEPH NICHOLAS D. / NEWLY CREATED POSITION**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **CRISIS INTERVENTION SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

Under the supervision of Section Head, conduct intake interview to clients seeking assistance in CIS through provision of Medical, Burial, Transportation and Educational Assistance, prepare Social Case Study Report and manage special and intensive cases.

DUTIES AND RESPONSIBILITIES

1. Interview and assess clients in need of assistance that will fall under the provision of AICS guidelines.
2. Conduct orientation regarding the services offered by the Section.
3. Coordinating, providing initial action and assessment to client referred by the staff, and other referring party from DSWD-NCR to different region.
4. Preparation of Social Case Summary Report and Referral letters.
5. Provision of counseling / Psychosocial Support.
6. Handling Case Management for those clients in need for proper case disposition and conducts home visits to extend assistance and/or other services to families through.
7. Coordination with different Service Providers such as Hospitals, Pharmacies, Funeral Homes, NGO's/LGU's and Residential Care Facilities and other elated service providers needed by the client.
8. Facilitate coordination on the designated payout areas
9. Maintains files, case load inventory and data banks of clients served
10. Prepare and submit reportorial requirements

11. Plan and execute/facilitate staff activities e.g wellness sessions, meetings, relevant events / celebrations; do coordination with other section and/or agencies, prepare proposals and reports
12. Perform other related functions

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	
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 **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) INFORMATION OFFICER I**
 Item Number : **FONCR-COS-INFOO1-2202021**
 Salary Grade : **SG 11 / Php 27, 000.00**
 Vice : **BERGONIA, BEVERLY GRACCE D.C**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **SOCIAL MARKETING OFFICE**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
 Training : **None Required**
 Experience : **None Required**
 Eligibility : **None Required**

JOB SUMMARY

To help undertake advocacy, social marketing, publicity and networking activities of the Field Office NCR and promote social change through different social media platforms.

DUTIES AND RESPONSIBILITIES

1. Formulate and implement the DSWD NCR's communication and advocacy plans and policies;
2. Design and implement feedback mechanism to enable the Field Office to effectively communicate its key messages to the public;
3. Develop, produce and disseminate Information, Education and Communication (IEC) materials to communicate the DSWD as a whole and FO-NCR's key messages to the public;
4. Provide technical assistance to Division/Units/Center and Residential Care Facilities in their media relations, advocacy, social marketing and networking activities;
5. Serves as moderator of the DSWD NCR Social Media Platforms
 - a. Receives reports in DSWD NCR dedicated twitter and other social media platforms
 - b. Sends customize reply to reported concerns and referrals on all social media platforms
 - c. Refers the received reports to concerned Local Government Units and Divisions/Units in the Field Office; and
 - d. Provides update to the referring party on the actions taken on the referred case.
6. Development of Information, Education and Communication Materials (Editing Skills) such as Quote Cards, Audio Visual Presentation, Brochures and Flyers
7. Submits monthly accomplishment reports to the Regional Information Officer/Officer-In-Charge, Regional Director, Social Marketing Service and Office of the Secretary;
8. Prepares and coordinates request for video shoot, interviews, taping/shooting permit to respective Center and Residential Care Facilities, Divisions, Units and/or Sections;
9. Prepares Frequently Asked Questions (FAQs) and Answers which will be used to respond to the queries of the public;

10. Photo documentation and coverage of the Field Office/Division/Unit/Center and Residential Care Facilities' activities;
 - a. Knowledge on Livestreaming through Social Media Sites
 - b. Knowledge on Photography and Videography
 - c. Knowledge on Creative Writing
11. Repackaging and creating of monthly News Articles, Success Stories, Press Releases and Social Media Posts of the Field Office (D/U/C/RCFs);\
12. Proofreading and repackaging of the Center and Residential Care Facilities' Manual of Operations;
13. Performs other tasks related to the position that may be given occasionally (Acts in the absence of the Regional Information Officer and Pantawid Pamilyang Pilipino Program Information Officer II).

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 **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-SOCWO2-000037 / 000038**
 Salary Grade : **SG 15 / Php 36, 619.00**
 Vice : **AMAN, MARY ROSE M. / VERGARA, RPINCESS SARAH B.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **STANDARDS SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATION (COMPETENCY BASED)

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

JOB SUMMARY

Under general supervision of Social Welfare Officer III and with some latitude for exercise of independent judgment, perform somewhat difficult, responsible professional work, some professional experience and broad knowledge on standard laws, guidelines and policies on registration, licensing, accreditation, solicitation, day care, pre-marriage counseling and social worker's managing court related cases.

DUTIES AND RESPONSIBILITIES

1. Review / enriched guidelines.
2. Conduct assessment for registration and licensing to intermediate on SWD service delivery and provide technical assistance to NGOs in the implementation of their programs and services.
3. Review and prepare assessment report for Regional Solicitation and National Fundraising Campaign.\
4. Update Masterlist of SWDAs, Child Caring Agencies.
5. Review and acknowledge accomplishment report and financial statement of NGOs.
6. Institutionalize partnership that will strengthen registration, licensing, accreditation and monitoring functions among intermediaries.
7. Provide capability to intermediaries.
8. Conduct assessment / prepare feedback report on the referrals from other

stakeholders

9. Conduct monitoring visit and provide technical assistance to NGO.
10. Submission of reportorial requirements.
11. Determine the eligibility of NGO to operate as SWDA by reviewing its purpose with SEC.
12. Review, endorse and provide TA on the application for Duty Free Entry.
13. Assist Area-Based Standards Network in all activities

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	
Initial Qualifying Test (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting

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Final Shortlisting

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Position : **(1) ACTIVITY THERAPIST**
 Item Number : **FONCR-COS-AT-000580**
 Salary Grade : **SG 10 / PHP 23,176.00**
 Vice : **TENERIE, GEOFFREY T.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **HAVEN FOR CHILDREN**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree Relevant to the Job**
 Training : **None Required**
 Experience : **None Required**
 Eligibility : **None Required**

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Psychology and other related Courses**
 Training : **With relevant training in arts and crafts, painting, drawing, and other therapeutic activities**
 Experience : **At least one (1) year experience in conducting various therapeutic interventions to children in need of special protection.**
 Eligibility : **None Required**

JOB SUMMARY

Under the general supervision of the Administrative Officer II/Psychometrician 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. Provides therapeutic activities with leisure to residents/children.
2. Provides Mental and Psychological interventions to residents.
3. Undertake nature study and environment awareness as often as possible.
4. Assess the children attending the Activity Therapy initially, quarterly and submit evaluation reports of the same.
5. Formulate rehabilitation plans for those availing the Activity Therapy.
6. Prepares an art exhibit and open-house of the works of children attending the Activity Therapy.
7. Supervise practicum students in Psychology gaining experiences in Activity Therapy.
8. Attends meetings of the Psychological Service, General Staff Meetings and other gatherings related to the job.
9. Participates in ADHOC Committees Conducts therapeutic activities such of the Center.

10. Performs other delegated tasks.

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

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<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%

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Final Shortlisting

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Position : **(3) NURSE I**
 Item Number : **FONCR-COS-NUR1-210717 /**
 FONCR-COS-NUR1-210718 /
 FONCR-COS-NUR1-210719
 Salary Grade : **SG 15 / PHP 36,619.00**
 Vice : **BARREDO, GINA P. / PARA, JULIE ANN P. /**
 FRANCISCO, MARIANNE F.
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **JOSE FABELLA CENTER**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Nursing**
 Training : **With advanced training on nursing care with expertise in handling geriatric, psychiatric, and clients with intellectual disabilities**
 Experience : **At least one (1) year experience in rendering nursing care in centers/residential care facilities**
 Eligibility : **RA 1080 (Nurse)**

JOB SUMMARY

Under the general supervision of the Social Welfare Officer V, and Medical Specialist I, 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. Maintains medical records of clients as reference of Medical Officers in diagnosing and providing treatment.
2. Promotes clients' independence by establishing care goals to understand the condition and medications.
3. Assures quality of nursing care by adhering to therapeutic standards, assessing medical intervention undertaken, making or recommending necessary adjustments; following C/RCF protocol in providing proper medical service to clients.
4. Maintains medical supplies inventory by checking stock to determine availability; anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
5. Ensures efficient and coordinated medical services by coordinating and planning clinic activities; communicates clients' needs and makes referrals when necessary.

6. Administers and checks proper medication order as prescribed by the Medical Officer III and reviews drugs/medicines on stock to ensure that it does not exceed the expiration date.
7. Provide frequent client evaluation including monitoring vital signs and perform essential procedures during emergency situations.

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

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Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before **FEB 14 2023** not later than 5:00 PM:

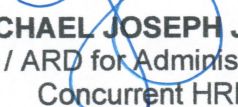
1. Application letter addressed to **Regional Director MONINA JOSEFINA HO ROMUALDEZ** (Signifying the Position, **Item Number**, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized 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/FONCRrecruitmentthub> 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.**


MMB/fre/mhvdv


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