

**NOTICE OF VACANCY**As of **FEB 10 2023**

Position : **(2) ADMINISTRATIVE AIDE IV**  
Item Number : **FONCR-COS-ADA4-000126 / 000118**  
Salary Grade : **SG 4 / Php 15, 586.00**  
Vice : **VALMADRIN, MARK ALDRIN / PON, HAROLD S.**  
Status : **CONTRACT OF SERVICE**  
Place of Assignment : **CRISIS INTERVENTION SECTION**

**CSC - PRESCRIBED QUALIFICATION STANDARD**

Education : **Completion of Two (2) Years in College**  
Training : **None Required**  
Experience : **None Required**  
Eligibility : **CS Sub-professional / First Level Eligibility**

**PREFERRED QUALIFICATION (COMPETENCY-BASED)**

Education : **Completion of Two (2) Years in College**  
Training : **None Required**  
Experience : **None Required**  
Eligibility : **None Required**

**JOB SUMMARY**

Under immediate supervision of the Section Head, performs clerical works, following detailed rules and procedures, performs the simplest routine professional work and does other related work.

**DUTIES AND RESPONSIBILITIES**

1. Receives, records and endorses outgoing and incoming communications
2. Encodes and file communications, reports, proposals, cheque's, vouchers, PR's and other related documents
3. Maintains office reports and other documents
4. Reproduces official communications/ documents for dissemination to others  
Units
5. Processor of Cash outright or Guarantee Letter
6. Perform related 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%
<b>TOTAL</b>	<b>100%</b>

#### 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) SOCIAL WELFARE ASSISTANT**  
 Item Number : **FONCR-COS-SWASST-211177**  
 Salary Grade : **SG 8 / Php 19, 744.00**  
 Vice : **NEWLY CREATED POSITION**  
 Status : **CONTRACT OF SERVICE**  
 Place of Assignment : **CRISIS INTERVENTION SECTION**

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

Education : **Completion of Two (2) Years in College**  
 Training : **Four (4) hours relevant training**  
 Experience : **One (1) year relevant experience**  
 Eligibility : **CS Sub-professional / First Level Eligibility**

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

Education : **Completion of Two (2) Years in College**  
 Training : **Four (4) hours relevant training**  
 Experience : **One (1) year relevant experience**  
 Eligibility : **None Required**

#### **JOB SUMMARY**

Under immediate supervision of the Section Head, performs clerical works, following detailed rules and procedures, performs the simplest routine professional work and does other related work.

#### **DUTIES AND RESPONSIBILITIES**

1. Scheduling, planning, record-keeping, and taking inventory of supplies.
2. Accurately and efficiently encode all data that needs organizing and recording.
3. Verify the entered data accurately aligns with original documentation. Input, track, and maintain all encoded data and records to database
4. Assisting Special Disbursing Officer in processing of liquidation of Cash outright or Guarantee Letter.
5. Review, record incoming and outgoing communications and disseminate to concern team and Section Head for actions
6. Prepare memorandums, project proposals, team monthly schedule, reports and other related communications
7. May be assigned as Team Leader or Alternate Team Leader of the Section
8. Performs other task as 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%
<b>TOTAL</b>	<b>100%</b>

---

**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 AIDE**  
 Item Number : **FONCR-COS-SWAIDE-000116 / 000117**  
 Salary Grade : **SG 4 / Php 15, 586.00**  
 Vice : **MATA, DANICA B. / UMADHAY, SHARROL B.**  
 Status : **CONTRACT OF SERVICE**  
 Place of Assignment : **CRISIS INTERVENTION SECTION**

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

Education : **Completion of Two (2) Years in College**  
 Training : **None Required**  
 Experience : **None Required**  
 Eligibility : **CS Sub-professional / First Level Eligibility**

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

Education : **Completion of Two (2) Years in College**  
 Training : **None Required**  
 Experience : **None Required**  
 Eligibility : **None Required**

#### **JOB SUMMARY**

Under immediate supervision of the Section Head, performs clerical works, following detailed rules and procedures, performs the simplest routine professional work and does other related work.

#### **DUTIES AND RESPONSIBILITIES**

1. Receives, records and endorses outgoing and incoming communications
2. Encodes and file communications, reports, proposals, cheque's, vouchers, PR's and other related documents
3. Maintains office reports and other documents
4. Reproduces official communications/ documents for dissemination to others  
Units
5. Processor of Cash outright or Guarantee Letter
6. Perform related 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%
<b>TOTAL</b>	<b>100%</b>

---

**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 : **(39) SOCIAL WELFARE OFFICER I**  
 Item Number : **FONCR-COS-SOCWO1-210119 to 210124 / 210162 to 220195**  
 Salary Grade : **SG 11 / Php 27, 000.00**  
 Vice : **NEWLY CREATED POSITION**  
 Status : **CONTRACT OF SERVICE**  
 Place of Assignment : **CRISIS INTERVENTION SECTION – MALASAKIT CENTER**

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

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

#### **PREFERRED QUALIFICATION STANDARD (COMPETENCY-BASED)**

Education : **Bachelor's Degree in Social Work**  
 Training : **Four (4) hours of training in Case Management / Counseling / Communication / Facilitation Skills**  
 Experience : **One (1) year experience in handling case management and/or project management**

---

#### **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 to case management training, some experience and broad knowledge on specific subject matter, and does other related tasks assigned.

#### **DUTIES AND RESPONSIBILITIES**

1. Profiling and data gathering of clients needing intervention within Metro Manila under the Malasakit Center Program.
2. Conduct Social Case Management with appropriate intervention at an assigned group of clients/individuals within the period.
3. Conduct Social Preparation and monitoring of the Malasakit beneficiaries based on hospital assignment.
4. Facilitate case conferences needing special attention.
5. Monitor and document the monthly calendar of activities and IDCB reports of Malasakit Center.
6. Implement capacity-building activities for Malasakit Center staff and partner stakeholders.

7. Prepare feedback reports and communication letters to hospitals, partner agencies, LGUs, and partner stakeholders relative to the program implementation.
8. Assist in the preparation of Annual, Semestral, and monthly 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 (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 **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%.



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 25 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](http://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 filing 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 and  
Concurrent HRMDD Chief