

NOTICE OF VACANCY

As of JAN 23 2023

Position : **(1) ADMINISTRATIVE AIDE IV**
Item Number : **FONCR-COS-ADA4-000068**
Salary Grade : **SG 4 / Php 14, 993.00**
Vice : **VILLEGAS, REYNALD LOUISE N.**
Status : **CONTRACT OF SERVICE**
Place of Assignment : **MINORS TRAVELLING ABROAD SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

Under the general supervision of Social Welfare Officer III and Head of Administrative Unit and with some latitude for exercise of independent judgement responsible professional work pertaining case management requiring training, some experience basic knowledge in IT trouble shooting, does other related task required.

DUTIES AND RESPONSIBILITIES

1. Encode of released / issued travel clearance.
2. Prepare travel clearance certificate.
3. Facilitate releasing of travel clearance certificate
4. Prepare certificate of Exemption
5. Prepare endorsement of list of names issued TC to B.I
6. Maintain record / filling of admin and applicants' documents / communication.
7. Receive incoming communication and submit the communication to PSD and other Unit / Section.
8. Monitor / check emails and print out memos.
9. Keep records and files of admin and released travel clearance.

Position : **(1) SOCIAL WELFARE OFFICER II**
 Item Number : **FONCR-COS-SWO2-000065**
 Salary Grade : **SG 15 / Php 35, 097.00**
 Vice : **MARQUEZ, JISELLE S.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **MINORS TRAVELLING ABROAD SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

Under general supervision of Social Welfare Officer III and Head of Administrative Unit and with some latitude for exercise of independent judgement responsible professional work pertaining case management requiring training, some experience basic knowledge in IT trouble shooting, does other related task.

DUTIES AND RESPONSIBILITIES

1. Conduct interview and assessment to walk in applicants in securing travel clearance.
2. Ensures that there is proper and effective implementation of program and services
3. Keeps records of all cases served / data bank.
4. Updates the daily / monthly / quarterly and semester narrative statistical reports
5. Prepares monthly individual accomplishment reports and other necessary periodic reports of the unit.
6. Attends and participate in Section's monthly meeting.
7. Prepares and submit minutes of Section's monthly meeting
8. Prepares and submit minutes of the meeting
9. Perform as the Officer of the day
10. Coordinates with the partner LGUs and agencies
11. Conducts advocacy campaign activities of the section
12. Perform as facilitator in Section's capability building activity
13. Other related tasks that may be assigned 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%
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 : **(3) SOCIAL WELFARE OFFICER II**
 Item Number : **FONCR-COS-SWO2-000076 / 000100 / 000134**
 Salary Grade : **SG 15 / Php 35, 097.00**
 Vice : **AZARCON, E., ROMANA, T., AGAPITO, JP.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **CRISIS INTEVENTION SECTION**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

Under the supervision of Section Head. Conduct Intake Interviews to clients seeking assistance to CIS through provision of Medical, Burial, Transportation and Educational Assistance. Prepare Social Case Study Report and manage special / intensive cases.

DUTIES AND RESPONSIBILITIES

1. Interview & assess clients in need of assistance that will 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 of help 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 related service providers needed by the client.
8. Facilitate coordination on the designated payout areas.
9. Maintains files, case load inventory and data banks of client 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. Performs other related functions.

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) PROJECT DEVELOPMENT OFFICER III**
 Item Number : **FONCR-COS-PDO3-000290 / 000293**
 Salary Grade : **SG 18 / Php 46, 725.00**
 Vice : **GARCIA, MYLENE S. / NAVARRO, DAISY B.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **COMPREHENSIVE PROGRAM FOR ST., CHILDREN, ST.,
FAMILIES AND IPS**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
 Training : **Eight (8) hours of relevant training**
 Experience : **Two (2) years relevant experience**
 Eligibility : **None Required**

PREFERRED QUALIFICATION STANDARD (COMPETENCY-BASED)

Education : **Bachelor of Science in Social Work or related Social Sciences Courses**
 Training : **Eight (8) hours of relevant training**
 Experience : **At least Two (2) years' experience working with children, families,
indigenous peoples, communities, LGUs and CSO's / NGOs**
 Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

The Project Development Officer III shall be assigned to Project Management and Monitoring and Evaluation of the Comprehensive Program for Street Children, Street Families and Ips esp. Bajaus in NCR, and other programs and services implemented by STU / STB with the following duties and responsibilities.

DUTIES AND RESPONSIBILITIES

1. Censures integration of specialization in the development of the program
2. Prepares consolidated report and submits recommendations based on observations and submitted reports if Bureau and Regions relative to specialization;
3. Identified areas for action research necessary for the development of the different welfare programs.
4. Recommends other programs which may complements / supplements or modify existing programs / projects.
5. Assists in liaison work with other government agencies and non-government organizations of the need arises;
6. Assists LGAs, LGUs, NGOs and Pos in the development preparation and packaging of project proposals;
7. Assists in other integrated government and civic projects / programs on social welfare;

8. Formulates policies and procedures to simplify availment of funding requests and / or selections / endorsement of the project of fund matching.
9. Develops assessment tools for review / screening / endorsement of project proposals, secretarial meeting / consultation workshop / written workshop conferences / projects, fairs and reporting system;
10. Conducts assessments and evaluations of social welfare development projects implemented by LGUs, NGPs and Pos.
11. Establishes data bank of projects with funding support and its current status.
12. Prepares and submit required from time to time.

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 : **(1) PROJECT DEVELOPMENT OFFICER II**
 Item Number : **FONCR-COS-PDO2-001192**
 Salary Grade : **SG 15 / Php 36,619.00**
 Vice : **TEJADA, MITCHELLIN S.**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **SOCIAL TECHNOLOGY UNIT – SHIELD AGAINST CHILD LABOR**

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Bachelor's Degree relevant to the job**
 Training : **Eight (8) hours of relevant training**
 Experience : **Two (2) years relevant experience**
 Eligibility : **None Required**

PREFERRED QUALIFICATION STANDARD (COMPETENCY-BASED)

Education : **Bachelor's Degree relevant to the job**
 Training : **Eight (8) hours of relevant training**
 Experience : **Two (2) years relevant experience**
 Eligibility : **CS Professional / Second Level Eligibility**

JOB SUMMARY

Under the direct supervision of the Division Chief, will be in-charge for the implementation of the programs and inter-agency collaboration on Child Labor.

DUTIES AND RESPONSIBILITIES

1. Implement and monitor project activities based on the Approved Project Design, Project Proposal and Work Plan of the SHIELD against Child Labor Program.
2. Assist, facilitate and document the conduct of workshops, trainings, advocacy sessions, meetings and other program activities as necessary;
3. Coordinate with the Local Government Units, Non-Government Organizations, People's Organizations, Employers Group and other local partners for partnership and collaboration;
4. Attend meetings / conferences, advocacy events and similar activities in relation to program implementation;
5. Conduct / ensure case management of child labor cases, as may be necessary and in coordination with the LGU Social Worker, including assessment and recommendation of qualified child laborers and their families for financial or livelihood assistance and other necessary services;
6. Ensure the operationalization of the Child Labor
7. Local Registry System, manage the deployment of desktop software and hardware regularly monitor its usage, and provide technical support to its end users as needed;

8. Consolidate, analyze and monitor progress of the beneficiaries through Child Labor Local Registry System;
9. Monitor and provide technical assistance to LGUs and other partners in the implementation of the program;
10. Prepare and submit project proposals, documentations, reportorial requirements and other technical documents to the Regional Director and DSWD-PMB;
11. Perform other project-related tasks that would contribute to the effective and efficient, implementation of the program.

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 : **(1) ADMINISTRATIVE ASSISTANT II**
 Item Number : **n/a**
 Salary Grade : **SG 8 / Php 18, 998.00**
 Vice : **NEWLY CREATED POSITION**
 Status : **CONTRACT OF SERVICE**
 Place of Assignment : **COUNCIL FOR THE WELFARE OF CHILDREN**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

Under the immediate supervision of the RC / SCWC in coordination with the Regional Coordinator, the Administrative Assistant II performs secretarial, administrative support and clerical functions for the Regional Committee / Sub-Committee for the Welfare of Children (RC/SCWC); and does related works.

DUTIES AND RESPONSIBILITIES

1. Receive, sort, log, track and coordinate timely action to all incoming and outgoing documents relative to the RC/SCWC in coordination with the Regional Coordinator;
2. Transmit / route RC/SCWC related documents monitor submission of action/s required for routed / transmitted documents from concerned staff / section / unit / division / partners as required;
3. Compose routine correspondence based on the standard formats as applicable;
4. Organize, encode and maintain all RC/SCWC records, reports, directories, and other pertinent documents as required;
5. Maintain and update RC/SCWC's calendar of activities, directory, inventory for four legacies for children, supplies, materials, and equipment;
6. Monitor and track RC/SCWC's monthly expenses/disbursement vis-à-vis the approved Work and Financial Plan.
7. Prepare the required pre and post activity procurement documents such as purchase request forms, market research, request for quotation forms, evaluation forms, etc., and all other financial documents relevant to the operations of the RC/SCWCs;
8. Provide administrative support to the committee, especially during meetings and activities;
9. Prepare reports and other documents needed in the discharge of his/her functions;
10. Perform other related tasks that shall be assigned by his/her 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%
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%.

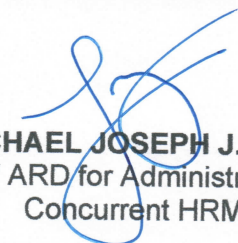
Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before FEB 07 2023 not later than 5:00 PM:

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/FONCRrecruitmentHub> 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 and
 Concurrent HRMDD Chief

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%.