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## NOTICE OF VACANCY

As of JAN 27 2023

Position : **PSYCHOLOGIST I**  
Item Number : **OSEC-DSWDB-PSY1-101-2004**  
Salary Grade : **SG 11 / Php 27, 000.00**  
Vice : **ROXAS, CHARIZZE ANN G.**  
Status : **PERMANENT**  
Place of Assignment : **HR PLANNING AND PERFORMANCE MANAGEMENT SECTION**

### CSC - PRESCRIBED QUALIFICATION STANDARD

Education : **Master's Degree in Psychology**  
Training : **None Required**  
Experience : **None Required**  
Eligibility : **RA 10029 (Psychologist)**

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Master's Degree in Psychology (Industrial-Organizational Psychology)**  
Training : **With relevant training on recruitment and general human resource management**  
Experience : **At least with 2 years of experience along recruitment, industrial counseling and other HR mechanisms**  
Eligibility : **RA 10029 (Psychologist)**

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### JOB SUMMARY

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

### DUTIES AND RESPONSIBILITIES

1. Facilitates competency-based interviews, prepares rating forms, and administers psychological tests to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.
2. Observes and conducts preliminary assessment with applicants in order to obtain information about the physical, mental, and educational requirements of jobs as well as information about their competencies.
3. Conducts exit interviews to retiring, resigning and transferring employees to get information about staff's work experience in DSWD.
4. Analyzes career development and recruitment mechanism to help the unit develop initiatives and more efficient hiring programs
5. Conducts research along physical work environments, organizational structures, group interactions, morale, and motivation of employees in order to assess their performance.

6. Provides assistance during conduct of organizational activities

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 **75 % or 45 points on Education, Training and Experience (ETE)**.

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



Position : (6) PSYCHOLOGIST I  
Item Number : OSEC-DSWDB-PSY1-103-2004 / OSEC-DSWDB-PSY1-107-2004 /  
OSEC-DSWDB-PSY1-98-2004 / OSEC-DSWDB-PSY1-102-2004 /  
OSEC-DSWDB-PSY1-106-2004 / OSEC-DSWDB-PSY1-100-2004  
Salary Grade : SG 11 / Php 27, 000.00  
Vice : MEDEL, JERICO D. / FLORES, JASMIN B. / TURINGAN,  
ESTRELITA B. / TOLENTINO, SHEHERAZADE R. / ELIC, JOBEGAIL  
V. / ARCAYA, DONNA MARIE  
Status : PERMANENT  
Place of Assignment : ELSIE GACHES VILLAGE / NATIONAL VOCATIONAL  
REHABILITATION CENTER / PROTECTIVE SERVICES DIVISION /  
MARILLAC HILLS / HAVEN FOR CHILDREN / HAVEN FOR WOMEN

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

Education : Master's Degree in Psychology  
Training : None Required  
Experience : None Required  
Eligibility : RA 10029 (Psychologist)

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

Education : Master's Degree in Psychology (Clinical Psychology)  
Training : With relevant training on psychological assessment,  
psychotherapy and counseling  
Experience : At least with 1 year of experience on conducting  
psychological assessment and counseling  
Eligibility : RA 10029 (Psychologist)

### **JOB SUMMARY**

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

### **DUTIES AND RESPONSIBILITIES**

1. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
2. Assesses client's needs, abilities, and behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.

10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.
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Applicants should be guided by the following **Criteria for Evaluation**:

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Special/Technical Exam	15%
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IPCR or any related Performance Assessment/ Review	5%
<b>TOTAL</b>	<b>100%</b>

<b>Initial Shortlisting</b>	Obtained <b>75 % or 45 points on Education, Training and Experience (ETE)</b> .
<b>Second Shortlisting</b>	Top 5 ranking candidates but overall rating should not be less than 80%.



Position : **PSYCHOLOGIST I**  
Item Number : **FONCR-CASUAL-PSY1-000003**  
Salary Grade : **SG 11 / Php 27, 000.00**  
Vice : **AREVALO, FAITH FRANCESCA L.**  
Status : **CASUAL**  
Place of Assignment : **SANCTUARY CENTER**

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

Education : **Master's Degree in Psychology**  
Training : **None Required**  
Experience : **None Required**  
Eligibility : **RA 10029 (Psychologist)**

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

Education : **Master's Degree in Clinical Psychology**  
Training : **With relevant training psychological assessment, psychotherapy and counseling**  
Experience : **At least with 1 year of experience on conducting psychological assessment and counseling**  
Eligibility : **RA 10029 (Psychologist)**

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#### **JOB SUMMARY**

Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

#### **DUTIES AND RESPONSIBILITIES**

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3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.

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

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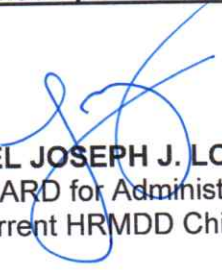
Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before APR 27 2023 not later than 5:00 PM:

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) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) in the last rating period (For government personnel) or its equivalent for external applicants (Performance Evaluation/Appraisal) from the current/last employer (if applicable);
4. Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
5. Photocopy of Transcript of Records;
6. Photocopy of 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/Trainings attended;
9. Photocopy of Certificate/s of previous and present Employment (if applicable);
10. Photocopy of Special Order or Certification indicating the supervisory/management experience/functions signed by the HRMO or any authorized representative (for Division Chief positions only/if applicable);
11. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
12. 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. Any application emailed to [recruitment.foncr@dswd.gov.ph](mailto: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 filing of application.
5. All interested qualified next-in-rank employees with Permanent Status shall submit the filled-out "Next-In-Rank intent to apply form" together with their complete requirements including the latest IPCR with *Very Satisfactory Rating*. **Non-submission of the same shall automatically waive their right to be included as candidates.**
6. 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 and  
Concurrent HRMDD Chief