

NOTICE OF VACANCY

As of JAN 27 2023

Position : **SOCIAL WELFARE OFFICER II**
Item Number : **OSEC-DSWDB-SOCWO2-338-2004**
Salary Grade : **SG 15 / Php 36, 619.00**
Vice : **ESTRONINOS, MARYLOU A. (ANTICIPATED VACANCY)**
Status : **PERMANENT**
Place of Assignment : **NAYON NG KABATAAN**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Social Work**
Training : **Eight (8) hours of training in case management/counselling communication facilitation skills**
Experience : **Two (2) years' experience in handling case management and/or project management**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Under general supervision of Social Welfare Officer III and with some latitude for exercise of independent judgement, performs somewhat difficult, responsible professional work pertaining case management requiring training, some experience and broad knowledge on adoption and foster care and does other related task assigned.

DUTIES AND RESPONSIBILITIES

1. Conducts intake interview with the clients as part of the protocol.
2. Orients clients on house rules, regulations, introduces clients to other residents, social workers and other staff.
3. Undertake in-depth data gathering through interviews with clients and his/her relatives to identify problem and appropriate intervention strategies to the client and formulates treatment plan for the clients based on the consultations and data gathered.
4. Implements rehabilitative services based on the treatment plan and prepares corresponding minutes of the plan implementation to Center Head.
5. Prepares and submit case load inventory and calendar of activities.
6. Maintains files, social case study reports and databank of clients served.
7. Submits regular evaluation of program implementation pointing out the gaps in the service and suggest remedial measures on how the problems can be met in their areas.
8. Conduct Social case Study and home visit and extend assistance and/or services to families through the self-help concept.

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 on Education, Training and Experience (ETE) .
Second Shortlisting	Top 5 ranking candidates but overall rating should not be less than 80% .

Position : HOUSEPARENT III
Item Number : OSEC-DSWDB-HP3-115-2004
Salary Grade : SG 9 / Php 21, 211.00
Vice : NULLAR, CHARITO MELCHORA F.
Status : PERMANENT
Place of Assignment : MARILLAC HILLS

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : High School Graduate
Training : Four (4) hours of relevant training
Experience : One (1) year of relevant experience
Eligibility : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : Preferably college graduate or college level
Training : At least with four (4) hours of extensive training on supervision and management along homelife service
Experience : One (1) year experience in handling client and cottage management
Eligibility : None Required

JOB SUMMARY

Under general supervision of Social Welfare Officer V and with some latitude for exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining client and cottage management requiring training, some experience and broad knowledge on personnel management and does other related tasks assigned.

DUTIES AND RESPONSIBILITIES

1. Assists in providing supervision and technical assistance to homelife staff to ensure quality homelife service.
2. Formulates policies and programs to improve rehabilitation programs for clients in the center.
3. Evaluates programs and activities along homelife service as part of the rehabilitation plan.
4. Prepares work schedules of homelife staff to ensure proper endorsement of tasks and cottages.
5. Consolidates behavioral and progress reports of clients as basis of other services in evaluating/ monitoring the rehabilitation plan for the clients
6. Holds meeting for homelife staff to gain feedback and ensure that the rehabilitation plan is implemented in each cottage.
7. Oversees operation along provision of homelife service.

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 (Special/Technical Exam)	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting	Obtained 75 % or 41.25 points on Education, Training and Experience (ETE) .
Second Shortlisting	Top 5 ranking candidates but overall rating should not be less than 80% .

Position : HOUSEPARENT II
Item Number : OSEC-DSWDB-HP2-269-2004
Salary Grade : SG 6 / Php 17, 553.00
Vice : ERAZO, MARILYN M.
Status : PERMANENT
Place of Assignment : RECEPTION AND STUDY CENTER FOR CHILDREN

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : High School Graduate
Training : None Required
Experience : None Required
Eligibility : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : With vocational course in caregiving, housekeeping or other related vocational courses
Training : Preferably with NC II in Housekeeping
Experience : At least one (1) year experience along provision of homelife service/caregiving/housekeeping
Eligibility : None Required

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Act as Officer in-charge in supervising the homelife staff in the absence of the Head Houseparent or Supervising Houseparent to ensure continuous monitoring of operation along homelife service.
2. Observes and reports any significant behavioral patterns of clients to the Supervising Houseparent as reference to the rehabilitation team (e.g incident, progress and behavioral report).
3. Performs household chores such as mopping, sweeping to maintain cleanliness and orderliness of the house and surroundings including gardening.
4. Prepare prescribed food for the clients by following instructions of the Nutritionist Dietitian appropriately.
5. Leads educational activities such as reading, writing participation in extra-curricular activities in a bid to develop client's interest as part of learning process.
6. Provides direct care and supervision to clients in the residential care facilities in performing daily cottage activities.
7. Manage distribution of resources of the cottage to ensure proper and efficient consumption.
8. Undertakes general household duties, including cleaning and laundry, in order to maintain cleanliness and orderliness of the cottage.
9. Act as hospital watcher and executive on-duty when necessary.

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 (Special/Technical Exam)	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting	Obtained 75 % or 41.25 points on Education, Training and Experience (ETE) .
Second Shortlisting	Top 5 ranking candidates but overall rating should not be less than 80% .

Position : **SOCIAL WELFARE OFFICER I**
Item Number : **FONCR-CONTRACTUAL-SOCWO1-000072**
Salary Grade : **SG 11 / Php 27, 000.00**
Vice : **ESPINOSA, AUBREY M.**
Status : **CONTRACTUAL**
Place of Assignment : **ELSIE GACHES VILLAGE**

CSC - PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : **Bachelor's Degree in Social Work**
Training : **4 hours relevant training in handling individuals and group cases**
Experience : **Has experience in case work, group work and community organizing**
Eligibility : **RA 1080 (Social Worker)**

JOB SUMMARY

Responsible for assisting the residents to adjust and participate in a therapeutic environment or community, formulate an individual case management plan and provide appropriate services aimed at improving the social functioning of the residents and/or attain self-efficacy. Has the primary function to carry out the case management process.

DUTIES AND RESPONSIBILITIES

1. Ensures that there is proper and effective implementation of social service programs.
2. Keeps records of all social service activities.
3. Updates the daily and monthly statistical reports of the Center.
4. Prepares monthly accomplishment reports and other necessary periodic reports of the Unit.
5. Handles the EGV Community Outreach Program for student social workers.
6. Updates caseload inventory of assigned cases, conducts intake interview, case work, group work and other community-based services to implement the social service programs of the Center.
7. Coordinates with other Service Units for an effective study, assessment, and intervention program for each case.
8. Responsible for the safekeeping of the child's updated record and documents.
9. Renders Executive on Duty.
10. Performs other tasks as assigned by the SWO III and Head Social Worker.

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%
<u>E</u> ducation (E)	25%

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 : (2) HOUSEPARENT I
Item Number : FONCR-CONTRACTUAL-HP1-000013 /
FONCR-CONTRACTUAL-HP1-000085
Salary Grade : SG 4 / Php 15, 586.00
Vice : FLORES, JAMES T. / GUBAN, RYLIN T.
Status : CONTRACTUAL
Place of Assignment : ELSIE GACHES VILLAGE

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : High School Graduate
Training : None Required
Experience : None Required
Eligibility : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : High School Graduate
Training : Caregiving for Intellectual Disabilities
Experience : Behavioral Management/Basic Life Support/First Aid
Eligibility : None Required

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Provides direct care and supervision to clients in the residential facilities in performing daily cottage activities;
2. Manage distribution of resources of the cottage to ensure proper and efficient consumption;
3. Undertakes general household duties including cleaning and laundry in order to maintain cleanliness and orderliness of the cottage;
4. Under immediate supervision, performs the role of a parent to the clients under their care;
5. Conduct tutorial and assist schooling clients in reading, writing, and other homework assignments;
6. Assist and lead clients to extracurricular activities to help develop clients;
7. Prepare and submit monthly, quarterly reports as basis on the indicators of social functioning of clients;
8. Attend monthly meetings, GSM, RTM and other program/activities initiated by the center;
9. Facilitate as hospital watcher as need arises to clients incurred with illness;
10. Requests for supplies needed in their respective cottages from the Head/Supervising Houseparent; and
11. Performs other related tasks as assigned by the Head/Supervising Houseparent.

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 (Special/Technical Exam)	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting	Obtained 75 % or 41.25 points on Education, Training and Experience (ETE) .
Second Shortlisting	Top 5 ranking candidates but overall rating should not be less than 80% .

Position	:	HOUSEPARENT I
Item Number	:	FONCR-CONTRACTUAL-HP1-000134
Salary Grade	:	SG 4 / Php 15, 586.00
Vice	:	DE TORRES, MELMAR C.
Status	:	CONTRACTUAL
Place of Assignment	:	HAVEN FOR CHILDREN

CSC - PRESCRIBED QUALIFICATION STANDARD

Education	:	High School Graduate
Training	:	None Required
Experience	:	None Required
Eligibility	:	None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education	:	With knowledge on caregiving, housekeeping or other related courses
Training	:	None Required
Experience	:	At least one (1) year experience in caregiving, housekeeping and with skills in teaching moral values to children
Eligibility	:	None Required

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work in caregiving and housekeeping.

DUTIES AND RESPONSIBILITIES

1. Conducts routine inspection of residents under care, cottage and surroundings;
2. Performs preventive maintenance and basic repairs and maintenance of the cottage;
3. Oversees repairs when professional repairs are necessary;
4. Maintenance Inventory of supplies of residents under care;
5. Prepares Service Plans, Progress Reports or repairs and accomplishments based on plans;
6. Prepares Observation and Behavioral reports of residents; and
7. Performs other delegated tasks.

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 (Special/Technical Exam)	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting	Obtained 75 % or 41.25 points on Education, Training and Experience (ETE) .
Second Shortlisting	Top 5 ranking candidates but overall rating should not be less than 80% .

Position : (2) HOUSEPARENT I
Item Number : FONCR-CONTRACTUAL-HP1-000021 /
FONCR-CONTRACTUAL-HP1-000103
Salary Grade : SG 4 / Php 15, 586.00
Vice : SERGIO, GINA P. / ALTAR, LOUIELA B.
Status : CONTRACTUAL
Place of Assignment : MARILLAC HILLS

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : High School Graduate
Training : None Required
Experience : None Required
Eligibility : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : With knowledge on caregiving, housekeeping or other related courses
Training : None Required
Experience : At least one (1) year experience in caregiving, housekeeping and with skills in teaching moral values to children
Eligibility : None Required

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Observes and reports any significant behavioral patterns of clients to the supervising Houseparent as reference of the rehabilitation team e.g. incident, progress and behavioral report);
2. Administer medication to clients, in accordance to specific instructions provided by the Medical Officer;
3. Prepare prescribed food such as for clients by following the instructions of Nutritionist Dietician appropriately;
4. Leads educational activities such as reading, writing and participation in extracurricular activities in a bid to develop the client's interest as part of learning process;
5. Provides direct care and supervision to able-bodied clients in the residential care facilities in performing daily cottage activities;
6. Manages distribution of resources of the cottage to ensure proper and efficient consumption; and
7. Undertakes general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage.

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

<u>E</u> ducation (E)	15%
<u>T</u> raining (T)	15%
<u>E</u> xperience (E)	25%
Written Exam (Special/Technical Exam)	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting	Obtained 75 % or 41.25 points on Education, Training and Experience (ETE) .
Second Shortlisting	Top 5 ranking candidates but overall rating should not be less than 80% .

Position : (2) HOUSEPARENT I
Item Number : FONCR-CONTRACTUAL-HP1-000168 /
FONCR-CONTRACTUAL-HP1-000167
Salary Grade : SG 4 / Php 15, 586.00
Vice : EPETITO, GEOVANE E. / DELGADO, SAMMY A.
Status : CONTRACTUAL
Place of Assignment : SANCTUARY CENTER

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : High School Graduate
Training : None Required
Experience : None Required
Eligibility : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

Education : High School Graduate
Training : Handling of persons needing palliative care/behavior
management
Experience : Caregiving for elderly, persons with mental condition
Eligibility : None Required

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Observes and reports any significant behavioral patterns of clients to the supervising Houseparent as reference of the rehabilitation team (e.g. incident, progress and behavioral report)
2. Administer medication to clients, in accordance to specific instructions provided by the Medical Officer.
3. Serves prescribed food for clients following the instructions of Nutritionist Dietician.
4. Leads educational activities such as reading, writing and participation in extracurricular activities in a bid to develop the client's interest as part of learning process.
5. Provides direct care and supervision to able-bodied clients in the residential care facilities in performing daily cottage activities.
6. Undertakes general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage.
7. Acts as watcher in hospital and executive-on-duty when necessary.
8. Observes and reports any significant physical and behavioral changes in clients admitted in the infirmary to the nurse on duty or the medical officer.
9. Assists clients admitted in the infirmary with their daily care and needs.
10. Assists clients during referrals to hospitals for consultation or laboratory procedures.

11. Ensures cleanliness of the medical clinic and the infirmary.
 12. Manages the supplies needed in the infirmary by the admitted clients and ensures the availability of these supplies.
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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 (Special/Technical Exam)	30%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting	Obtained 75 % or 41.25 points on Education, Training and Experience (ETE) .
Second 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 11 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;
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 (if applicable);
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/FONCRrecruitment> and submit the scanned PDF copy of your credentials.
2. Any application emailed 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 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