



VACANCIES AS OF FEBRUARY 16, 2023



(108) AREA SUPERVISOR

QUALIFICATIONS

- **BACHELOR'S DEGREE IN SOCIAL SCIENCE OR ALLIED PROFESSION**
- **GOOD INTERVIEWING AND COMMUNICATION SKILLS**
- **AT LEAST SIX (6) MONTHS EXPERIENCE IN MANAGEMENT AND SUPERVISION**
- **MUST BE A RESIDENT OF THE PROVINCE WHERE S/HE WILL BE ASSIGNED TO**
- **COMPUTER LITERATE**
- **HAS INITIATIVE TO LEARN AND CONTRIBUTE TO THE SUCCESS OF THE PROJECT**
- **A TEAM PLAYER**
- **WITH GOOD REPORT WRITING SKILLS**
- **KNOWLEDGEABLE IN LOCAL LANGUAGE OR DIALECTS OF THE PROVINCE**
- **WILLING TO BE DEPLOYED IN FAR-FLUNG OR REMOTE AREAS OF THE PROVINCE**
- **PHYSICALLY FIT**
- **WITH CONFLICT RESOLUTION AND MANAGEMENT SKILLS**
- **PREFERENCE WILL BE GIVEN TO PREVIOUSLY HIRED AREA SUPERVISORS WITH SATISFACTORY PERFORMANCE**

JOB SUMMARY

THE AREA SUPERVISOR SHALL ASSIST THE AC IN THE IMPLEMENTATION OF THE PROJECT IN A DESIGNATED AREA. WITH FIVE ENUMERATORS UNDER HER/HIS DIRECTION, S/HE WILL BE REPORTING DIRECTLY TO THE AREA COORDINATOR. THE AREA SUPERVISOR IS EXPECTED TO MAINTAIN CONFIDENTIALITY OF ALL DOCUMENTS, INFORMATION AND OTHER MATTERS RELATED TO THE LISTAHANAN.

DUTIES AND RESPONSIBILITIES

A. PREPARATORY PHASE

1. COMPLETE THE FOUR-DAY TRAINING FOR AREA SUPERVISORS;
2. PROVIDE ADMINISTRATIVE AND TECHNICAL SUPPORT DURING THE TRAINING OF EN;
3. FACILITATE THE DEPLOYMENT PLANNING WORKSHOP WITH ASSIGNED ASSESSMENT TEAM;
4. CONDUCT ORIENTATION AT THE MUNICIPAL/CITY AND BARANGAY LEVELS; AND
5. PREPARE SPOT MAPS AND PLAN LOCATION OF HHS TO BE ASSESSED.

B. DATA COLLECTION AND ANALYSIS PHASE

1. ENSURE ENUMERATORS ARE DEPLOYED TO ASSIGNED AREAS WITH ADEQUATE SUPPLIES AND GUIDANCE;

2. **ENSURE THAT BARANGAY OR COMMUNITY GUIDES ARE MOBILIZED TO ASSIST ENUMERATORS IN ACCESSING DISTANT OR FAR-FLUNG AREAS TO ASSESS HOUSEHOLDS;**
3. **MONITOR AND SUPERVISE THE CONDUCT OF HOUSEHOLD ASSESSMENT IN THE BARANGAYS TO ENSURE THAT THE ASSIGNED AREAS ARE COMPLETELY COVERED;**
4. **ON THE 1ST WEEK OF DEPLOYMENT, CONDUCT FIVE DAILY SIDE-BY-SIDE INTERVIEWS WITH THE ENUMERATORS;**
5. **ON THE 2ND WEEK OF DEPLOYMENT, CONDUCT A MAXIMUM OF TWO (2) RE-INTERVIEWS PER DAY FOR EACH ENUMERATORS;**
6. **ON THE SUCCEEDING WEEKS, CONDUCT A MIX OF SIDE-BY-SIDE INTERVIEWS AND RE-INTERVIEWS TO ENSURE ENS CONDUCT THE ASSESSMENT IN ACCORDANCE WITH THE POLICIES AND GUIDELINES;**
7. **ENSURE SUBMISSION OF AND/OR DAILY RETRIEVAL OF THE FILLED-IN HOUSEHOLD ASSESSMENT FORMS (HAFS) AND HOUSEHOLD ASSESSMENT LOGS (HALS);**
8. **REVIEW DAILY ALL ACCOMPLISHED HAFS FOR COMPLETENESS, CORRECTNESS, AND ACCURACY OF RESPONSES;**
9. **REVIEW THE OCCUPATIONS LISTED IN THE HAF, TRANSLATE TO CORRESPONDING OCCUPATIONAL TITLE AS INDICATED IN THE 2012 PSOC, AND INPUT THE APPROPRIATE CODE;**
10. **SUBMIT PROPERLY FILLED-IN AND REVIEWED HAFS TO THE AC WITHIN THE PRESCRIBED SCHEDULE;**
11. **CONDUCT PERIODIC MEETINGS WITH ENUMERATORS;**

- 12. PROVIDE WEEKLY STATUS REPORTS TO THE AC ON THE PROGRESS OF THE ASSESSMENT;**
- 13. SECURE CERTIFICATE OF COMPLETION FROM THE BARANGAY;**
- 14. CONDUCT EXIT MEETINGS WITH THE MUNICIPAL/CITY AND BARANGAY LGUS;**
- 15. SUBMIT THE FINAL ACCOMPLISHMENT REPORT OF THE TEAM;**
- 16. RETURN ALL UNUSED FORMS, SUPPLIES, AND MATERIALS OF ASSIGNED ENS TO THE AREA COORDINATOR; AND**
- 17. ENSURE THE ENUMERATOR SUBMIT ALL CLAIMS FOR PAYMENT WITH CORRESPONDING SUPPORTING DOCUMENTS.**

C. VALIDATION PHASE

- 1. OVERSEE THE POSTING AND RETRIEVAL OF THE INITIAL LIST OF POOR IN ASSIGNED BARANGAYS;**
- 2. ORGANIZE AND ORIENT THE BARANGAY VERIFICATION TEAM (BVT) AND LOCAL VERIFICATION COMMITTEE (LVC)**
- 3. RECEIVE COMPLAINTS AND ENDORSE THE SAME TO THE BVT**
- 4. REVIEW AND EVALUATE COMPLAINTS USING A STANDARD TOOL TOGETHER WITH THE BVT**
- 5. ENDORSE THE LIST OF COMPLAINTS WITH RECOMMENDATIONS TO THE LVC**
- 6. ACT AS SECRETARIAT DURING LVC DELIBERATIONS**
- 7. PREPARE WORK PLAN FOR HHS TO BE RE-/ASSESSED**
- 8. PROVIDE FEEDBACK TO THE LVC ON THE RESULTS OF THE RE-ASSESSMENT**
- 9. S/HE SHALL PERFORM ADDITIONAL TASKS AS DIRECTED BY MANAGEMENT.**

(556) ENUMERATOR

QUALIFICATIONS

- **SENIOR HIGH SCHOOL GRADUATE OR COMPLETED AT LEAST TWO (2) YEARS OF COLLEGE OR EDUCATION OR ITS EQUIVALENT**
- **PREFERABLY WITH EXPERIENCE IN THE CONDUCT OF HOUSEHOLD ASSESSMENT OR SIMILAR PROJECTS / ACTIVITIES / RELATED TASKS**
- **MUST BE A RESIDENT OF THE PROVINCE WHERE S/HE ASSIGNED TO**
- **MUST BE ABLE TO WRITE LEGIBLY**
- **A TEAM PLAYER**
- **PHYSICALLY FIT**
- **WILLING TO BE DEPLOYED IN FAR-FLUNG OR REMOTE AREAS WITHIN THE PROVINCE**
- **KNOWLEDGEABLE IN LOCAL LANGUAGE OR DIALECTS USED IN THE PROVINCE**
- **MUST POSSESS GOOD INTERVIEWING AND LISTENING SKILLS**

JOB SUMMARY

THE ENUMERATOR IS THE KEY PERSON WHO SHALL COLLECT DATA ON THE GROUND. REPORTING DIRECTLY TO THE AREA SUPERVISOR, THE ENUMERATOR IS EXPECTED TO MAINTAIN CONFIDENTIALITY OF ALL DOCUMENTS, INFORMATION, AND OTHER MATTERS RELATED TO THE LISTAHANAN.

DUTIES AND RESPONSIBILITIES

A. PREPARATORY PHASE

1. COMPLETE THE FIVE-DAY TRAINING FOR ENUMERATORS DATA COLLECTION AND ANALYSIS PHASE

B. DATA COLLECTION AND ANALYSIS PHASE

1. CONDUCT DAILY INTERVIEWS THROUGH PERSONAL VISITS WITH QUALIFIED RESPONDENTS IN THEIR RESPECTIVE HOMES;
2. ENSURE COMPLETENESS, CORRECTNESS, AND ACCURACY OF ALL ACCOMPLISHED HAFS;
3. SUBMIT PROPERLY ACCOMPLISHED HAFS DAILY TO THE AREA SUPERVISOR;
4. FILL-OUT THE HOUSEHOLD ACCOMPLISHED LOG (HAL) ON A DAILY BASIS AND SUBMIT THE SAME TO THE AREA SUPERVISOR:
5. CONDUCT RE-INTERVIEW OF HOUSEHOLD WHOSE HAFS WERE RETURNED BY THE AREA SUPERVISOR; AND
6. ENSURE SAFEKEEPING OF ALL SUPPLIES AND FORMS THAT WERE PROVIDED BY THE MANAGEMENT
7. S/HE SHALL PERFORM ADDITIONAL TASKS AS DIRECTED BY MANAGEMENT.

(3) ENCODING SUPERVISOR

QUALIFICATIONS

- **BACHELOR'S DEGREE GRADUATE IN INFORMATION TECHNOLOGY, COMPUTER SCIENCE, COMPUTER ENGINEERING, TECHNOLOGY MANAGEMENT, OR ANY EQUIVALENT COMPUTER-RELATED COURSE;**
- **COMPUTER LITERATE, HAS KNOWLEDGE IN OFFICE PRODUCTIVITY SOFTWARES (WORD, POWERPOINT, EXCEL);**
- **ONE (1) YEAR OF RELEVANT EXPERIENCE IN SOFTWARE AND COMPUTER HARDWARE MAINTENANCE;**
- **PHYSICALLY FIT;**
- **FAST LEARNER, PROFESSIONAL, RELIABLE, ABLE TO WORK INDEPENDENTLY AND AS A TEAM PLAYER; AND**
- **MUST HAVE INITIATIVE TO LEARN AND CONTRIBUTE TO THE SUCCESS OF THE LISTAHANAN**

JOB SUMMARY

WORKING CLOSELY WITH THE REGIONAL INFORMATION TECHNOLOGY OFFICER (RITO), THE ENCODING SUPERVISOR IS EXPECTED TO MAINTAIN CONFIDENTIALITY OF ALL DOCUMENTS, INFORMATION, AND OTHER MATTERS RELATED TO THE LISTAHANAN

DUTIES AND RESPONSIBILITIES

A. PREPARATORY PHASE

- 1. COMPLETE THE TWO-DAY ORIENTATION FOR ENCODING SUPERVISORS; AND**
- 2. ASSIST IN THE ORIENTATION OF ENCODERS AND VERIFIERS.**

B. DATA COLLECTION PHASE

- 1. USE THE ENCODING SUPERVISOR'S MANUAL AS A REFERENCE AND GUIDE IN HIS/HER WORK;**
- 2. ASSIST THE RITO IN SUPERVISING THE ENCODERS AND VERIFIERS, AND IN ENSURING THAT THEY MEET THEIR ACCOMPLISHMENT QUOTA PER DAY;**
- 3. PROVIDE TECHNICAL SUPPORT IN ENSURING THAT THE SOFTWARE COMPONENTS OF THE ENCODING SYSTEM IS ACCESSIBLE AND FUNCTIONING;**
- 4. ENSURE THAT THE IT EQUIPMENT IN THE ENCODING STATION IS PROPERLY ACCOUNTED FOR AND MAINTAINED OVER THE DURATION OF THE ENCODING ACTIVITY;**
- 5. ORGANIZE AND MAINTAIN ORIGINAL HAF;**

6. CONDUCT RANDOM REVIEW OF ENCODED DATA FOR COMPLETENESS, CONSISTENCY, AND ACCURACY;
7. CONDUCT SELF-AUDIT WORK AND/OR CHECKING FOR ERRORS OR DUPLICATION;
8. INFORM THE REGIONAL IT OFFICER IF THERE ARE ANY OMISSION OR INCONSISTENCY IN THE ENCODED DATA WHICH CANNOT BE CORRECTED USING OTHER INFORMATION AVAILABLE IN THE FORM;
9. RETURN ALL THE FORMS THAT WERE NOT PROPERLY FILLED-OUT AND/OR WITH INCONSISTENCIES TO THE REGIONAL IT OFFICER; AND
10. PREPARE, ACCOMPLISH, AND SUBMIT AS SCHEDULED ALL PERTINENT DOCUMENTS, REPORTS, AND FORMS TO THE REGIONAL IT OFFICER.
11. S/HE SHALL PERFORM ADDITIONAL TASKS AS DIRECTED BY THE MANAGEMENT

(65) ENCODER

QUALIFICATIONS

- SENIOR HIGH SCHOOL GRADUATE OR COMPLETED AT LEAST ONE (1) YEAR OF COLLEGE EDUCATION;
- COMPUTER LITERATE;
- ABOVE-AVERAGE ENCODING SPEED;
- FAST LEARNER, PROFESSIONAL, RELIABLE, AND A TEAM PLAYER; AND
- MUST HAVE INITIATIVE TO LEARN AND CONTRIBUTE TO THE SUCCESS OF LISTAHANAN.

JOB SUMMARY

THE ENCODER IS THE KEY PERSON RESPONSIBLE FOR DATA ENTRY. WORKING CLOSELY WITH THE ENCODING SUPERVISOR AND THE REGIONAL INFORMATION TECHNOLOGY OFFICER (RITO), THE ENCODER IS EXPECTED TO MAINTAIN CONFIDENTIALITY OF ALL DOCUMENTS, INFORMATION, AND OTHER MATTERS RELATED TO THE LISTAHANAN.

DUTIES AND RESPONSIBILITIES

A. PREPARATORY PHASE

- 1. COMPLETE THE TWO (2)-DAY JOB ORIENTATION FOR ENCODERS**

B. DATA COLLECTION PHASE

- 1. USE THE ENCODER'S MANUAL AS A REFERENCE AND GUIDE IN HIS/HER WORK;**
- 2. ACCURATELY AND EFFICIENTLY ENCODE AT LEAST EIGHTY (80) PROPERLY-FILLED UP HAFS ON A DAILY BASIS;**
- 3. REVIEW ENCODED DATA FOR COMPLETENESS, CONSISTENCY, AND ACCURACY;**
- 4. CONDUCTS SELF-AUDIT WORK AND/OR CHECKING FOR ERRORS OR DUPLICATION;**
- 5. ORGANIZE AND MAINTAIN ORIGINAL HAF;**
- 6. INFORM THE REGIONAL IT OFFICER / ENCODING SUPERVISOR IF THERE ARE ANY OMISSION OR INCONSISTENCY IN THE ENCODED DATA WHICH CANNOT BE CORRECTED USING OTHER INFORMATION AVAILABLE IN THE FORM;**
- 7. RETURN ALL FORMS THAT WERE NOT PROPERLY FILLED-OUT AND/OR WITH INCONSISTENCIES TO THE REGIONAL IT OFFICER / ENCODING SUPERVISOR; AND**
- 8. PREPARE, ACCOMPLISH, AND SUBMIT AS SCHEDULED ALL PERTINENT DOCUMENTS, REPORTS, AND FORMS TO THE REGIONAL IT OFFICER / ENCODING SUPERVISOR.**
- 9. S/HE SHALL PERFORM ADDITIONAL TASKS AS DIRECTED BY MANAGEMENT.**

(50) VERIFIER

QUALIFICATIONS

- SENIOR HIGH SCHOOL GRADUATE OR COMPLETED AT LEAST ONE (1) YEAR OF COLLEGE EDUCATION;
- COMPUTER LITERATE;
- ABOVE-AVERAGE ENCODING SPEED;
- FAST LEARNER, PROFESSIONAL, RELIABLE, AND A TEAM PLAYER; AND
- MUST HAVE INITIATIVE TO LEARN AND CONTRIBUTE TO THE SUCCESS OF LISTAHANAN.

JOB SUMMARY

WORKING CLOSELY WITH THE ENCODING SUPERVISOR AND THE REGIONAL INFORMATION TECHNOLOGY OFFICER (RITO), THE VERIFIER IS EXPECTED TO MAINTAIN CONFIDENTIALITY OF ALL DOCUMENTS, INFORMATION, AND OTHER MATTERS RELATED TO THE LISTAHANAN.

DUTIES AND RESPONSIBILITIES

A. PREPARATORY PHASE

- 1. COMPLETE THE TWO (2)-DAY JOB ORIENTATION FOR VERIFIERS**

B. DATA COLLECTION PHASE

- 1. USE THE VERIFIER'S MANUAL AS A REFERENCE AND GUIDE IN HIS/HER WORK;**
- 2. ACCURATELY AND EFFICIENTLY VERIFY AT LEAST EIGHTY (80) ELECTRONIC-FORMS (E-FORMS) IN THE INFORMATION SYSTEM ON A DAILY BASIS;**
- 3. REVIEW ENCODED DATA FOR COMPLETENESS, CONSISTENCY, AND ACCURACY;**
- 4. CONDUCTS SELF-AUDIT WORK, AND/OR CHECKING FOR ERRORS OR DUPLICATION;**
- 5. ORGANIZE AND MAINTAIN ORIGINAL HAF;**
- 6. INFORM THE REGIONAL IT OFFICER / ENCODING SUPERVISOR IF THERE ARE ANY OMISSION OR**
- 7. INCONSISTENCY IN THE ENCODED DATA WHICH CANNOT BE CORRECTED USING OTHER INFORMATION AVAILABLE IN THE FORM;**
- 8. RETURN ALL FORMS THAT WERE NOT PROPERLY FILLED-UP AND/OR WITH INCONSISTENCIES TO THE REGIONAL IT OFFICER / ENCODING SUPERVISOR; AND**
- 9. PREPARE, ACCOMPLISH, AND SUBMIT AS SCHEDULED ALL PERTINENT DOCUMENTS, REPORTS, AND FORMS TO THE REGIONAL IT OFFICER / ENCODING SUPERVISOR.**
- 10. S/HE SHALL PERFORM ADDITIONAL TASKS AS DIRECTED BY MANAGEMENT.**

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
MAR 03 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) / 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 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).

NOTES:

1. For online submission of application, please send the scanned PDF copy of your credentials to nhtu.foncr@dswd.gov.ph
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. 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.**

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.

MICHAEL JOSEPH J. LORICO
Director III/ARD for Administration


MMB/fre