



## VACANCIES AS OF FEBRUARY 27, 2023



## 1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCW02-210119  
SALARY GRADE : SG 15 / PHP 36, 619.00  
VICE : NEWLY CREATED POSITION  
STATUS : CONTRACT OF SERVICE  
PLACE OF ASSIGNMENT : COMMUNITY BASED SERVICES SECTION  
(FAMILY SECTOR)

### 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)

### JOB SUMMARY

UNDER GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER III WITH SOME LATITUDE FOR EXERCISE OF INDEPENDENT JUDGEMENT, PERFORM SOMEWHAT DIFFICULT, RESPONSIBLE PROFESSIONAL WORK, PERTAINING CASE MANAGEMENT REQUIRING TRAINING, SOME PROFESSIONAL EXPERIENCE AND BROAD KNOWLEDGE ON THE FAMILY SECTOR AND OTHER RELATED TASKS ASSIGNED.

## DUTIES AND RESPONSIBILITIES

1. IMPLEMENT POLICIES, REGULATION AND WORK PLANS ESTABLISHED BY THE AGENCY AND RENDER DIRECT SERVICE IN ACCORDANCE WITH THE FUNCTION AND OBJECTIVE OF THE AGENCY WITHIN THE AREA OF ASSIGNMENT.
2. CONDUCT INTERVIEWS, HOME VISIT, JAIL VISITS, CASE COUNSELLING AND CASE MANAGEMENT CONFERENCES.
3. CONDUCT INTAKE INTERVIEW AND ACCOMPLISHES FORMS THAT WILL DETERMINE CLIENT'S ELIGIBILITY FOR SERVICE / ASSISTANCE.
4. ACCOMPLISHES SOCIAL CASE STUDY REPORTS OF CLIENTS.
5. ASSESS AND RECOMMENDS QUALIFIED CLIENTS FOR FINANCIAL ASSISTANCE.
6. PREPARES AND SUBMIT PROJECT PROPOSAL, CASE STUDIES AND OTHER REPORTS.
7. REFERS NEGLECTED ABANDONS, ABUSED AND EXPLOITED TO CENTER AND RESIDENTIAL

## APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

|   |     |
|---|-----|
| EDUCATION (E)                                     | 25% |
| TRAINING (T)                                      | 10% |
| EXPERIENCE (E)                                    | 25% |
| WRITTEN EXAM                                      |     |
| INITIAL QUALIFYING TEST (IQT)                     | 10% |
| SPECIAL / TECHNICAL EXAM                          | 15% |
| PANEL INTERVIEW                                   | 10% |
| IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW | 5%  |

## 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%**.

## **1 PROJECT DEVELOPMENT OFFICER III**

**ITEM NUMBER** : FONCR-COS-PD03-001187  
**SALARY GRADE** : SG 18 / PHP 46, 725.00  
**VICE** : SEVILLA, ALVIN Y.  
**STATUS** : CONTRACT OF SERVICE  
**PLACE OF ASSIGNMENT** : ENHANCE PARTNERSHIP AGAINST HUNGER AND POVERTY

### **CSC – PRESCRIBED QUALIFICATION STANDARD**

**EDUCATION** : BACHELOR'S DEGREE IN SOCIAL WORK  
**TRAINING** : EIGHT (8) HOURS OF RELEVANT TRAINING  
**EXPERIENCE** : TWO (2) YEARS OF RELEVANT EXPERIENCE  
**ELIGIBILITY** : CAREER SERVICE PROFESSIONAL / SECOND LEVEL ELIGIBILITY

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

**EDUCATION** : BACHELOR'S DEGREE PRERABLY IN BUSINESS ADMINISTRATION, MANAGEMENT OR ANY OTHER RELEVANT TO THE JOB  
**TRAINING** : EIGHT (8) HOURS OF RELEVANT TRAINING  
**EXPERIENCE** : TWO (2) YEARS OF RELEVANT EXPERIENCE  
**ELIGIBILITY** : NONE REQUIRED

## **JOB SUMMARY**

**THE PROJECT DEVELOPMENT OFFICER III, UNDER THE SUPERVISION OF THE DESIGNATED DIVISION CHIEF, SHALL BE RESPONSIBLE IN SUPERVISING, LEADING AND DIRECTING THE DAY-TO-DAY PLANNING, IMPLEMENTATION, OPERATIONS, AND MONITORING OF THE EPAHP-RPMO.**

## **DUTIES AND RESPONSIBILITIES**

- 1. ACT AS THE HEAD AND OFFICE REPRESENTATIVE OF EPAHP-RPMO;**
- 2. PROVIDE OVERALL DIRECTION AND LEADERSHIP TO THE EPAHP-RPMO AND STAFF;**
- 3. PREPARE POLICY RECOMMENDATIONS AND OPERATIONAL GUIDELINES ON EPAHP IMPLEMENTATION FOR APPROVAL BY THE EPAHP-RPMO;**
- 4. ENDORSE FOR APPROVAL OF THE ANNUAL AND OVERALL WFPS, PPMP, APPS, TORS AND ENGAGEMENT OF PROJECT SPECIALISTS AND HIRING OF SUPPORT STAFF, AND OTHER RELATED DOCUMENTS FOR THE EPAHP.**
- 5. OVERSEE THE MONITORING AND EVALUATION ACTIVITIES CONDUCTED BY THE EPAHP-RPMO TO ENSURE THAT THE FO CAN DELIVER QUALITY OUTPUTS WITHIN THE GIVEN TIMELINES;**
- 6. ACTIVELY PARTICIPATE IN ALL MEETINGS, WORKSHOPS, FIELD MONITORING, AND OTHER SIMILAR ACTIVITIES AMONG PARTICIPATING NGAS, LGUS, AND CSOS TO STRENGTHEN THE INSTITUTIONALIZATION OF CONVERGENCE OF RELATED PROGRAMS;**
- 7. CONDUCT MEETINGS WITH NGAS, LGUS, DONOR AGENCIES, DEVELOPMENT PARTNERS, PRIVATE ORGANIZATIONS, AND CSOS TO INITIATE COLLABORATIVE EFFORTS THAT WILL ENHANCE THE IMPLEMENTATION OF THE PROGRAM; AND,**
- 8. OVERSEE THE IMPLEMENTATION OF EPAHP PARTNERSHIP PROJECTS WITH THE NGAS, LGUS, DONOR AGENCIES, DEVELOPMENT PARTNERS, PRIVATE**

ORGANIZATIONS, AND CSOS, AND ENSURE THAT REPORTS AND FEEDBACK ARE PROVIDED TO THE PARTNERS WITHIN THE AGREED TIMELINES.

9. PERFORM OTHER RELATED TASKS THAT MAY BE ASSIGNED FROM TIME TO TIME BY THE SUPERVISOR.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:**

|   |     |
|---|-----|
| EDUCATION (E)                                     | 25% |
| TRAINING (T)                                      | 10% |
| EXPERIENCE (E)                                    | 25% |
| WRITTEN EXAM                                      |     |
| INITIAL QUALIFYING TEST (IQT)                     | 5%  |
| SPECIAL / TECHNICAL EXAM                          | 20% |
| PANEL INTERVIEW                                   | 10% |
| IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW | 5%  |

## 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**  
**MAR 14 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) / 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).

**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.**

*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