

WE ARE
HIRING
JOIN OUR TEAM

VACANCIES AS OF MARCH 17, 2023



Maagap at Mapagkalingang Serbisyo!

#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo

1 ADMINISTRATIVE AIDE IV

ITEM NUMBER : FONCR-COS-ADA4-000033
SALARY GRADE : SG 4 / PHP 15, 586.00
VICE : DELA CRUZ, MARIA LUZ S.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : CAPACITY BUILDING SECTION

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : COMPLETION OF TWO (2) YEARS IN COLLEGE
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : CAREER SERVICE (SUB-PROFESSIONAL) /
FIRST LEVEL ELIGIBILITY

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF THE TRAINING SPECIALIST II. RESPONSIBLE FOR FACILITATING INCOMING AND OUTGOING COMMUNICATION, PERFORM ADMINISTRATIVE SUPPORT AND CLERICAL FUNCTIONS, RECEIVE TELEPHONE CALLS, REPRODUCE NEEDED MATERIALS FOR PANTAWID OPERATIONS AND PERFORM OTHER RELATED TASKS.

DUTIES AND RESPONSIBILITIES

1. **PERFORM ADMINISTRATIVE SUPPORT AND CLERICAL FUNCTIONS.**
2. **ASSIST IN THE PREPARATION OF SUPPLIES / EQUIPMENTS / MATERIALS FOR THE CONDUCT OF CAPACITY BUILDING ACTIVITIES.**
3. **ENDORSED TRAINING AND PHOTOCOPY / FAX / DISTRIBUTE / LETTERS TO RECORD UNIT FOR MAILING OR CONCERNED STAFF OR OTHER AGENCIES.**
4. **ASSIST IN THE FACILITATION OF PAYMENT FOR SERVICE PROVIDER**
5. **ACCOMPLISH PERFORMANCE COMMITMENT AND APPRAISAL**
6. **ACT AS PROPERTY CUSTODIAN OF THE CONCERNED UNIT.**
7. **ASSISTS IN THE MONITORING OF WFP, MDP AND PPMO IMPLEMENTATION**
8. **PREPARE AND SUBMIT MONTHLY CALENDAR OF ACTIVITIES AND ACCOMPLISHMENT REPORTS.**
9. **PERFORM OTHER RELATED TASKS**

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 ADMINISTRATIVE ASSISTANT III

ITEM NUMBER : FONCR-COS-ADAS3-2112209
SALARY GRADE : 9 / PHP 21,211.00
VICE : ANOTADO, DAPHNE JOY GAYL O.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : NATIONAL VOCATIONAL
REHABILITATION CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : COMPLETION OF TWO (2) YEARS
STUDIES IN COLLEGE
EXPERIENCE : ONE (1) YEAR RELEVANT
EXPERIENCE
TRAINING : FOUR (4) HOURS RELEVANT
TRAINING
ELIGIBILITY : CAREER SERVICE SUB-
PROFESSIONAL / FIRST LEVEL
ELIGIBILITY

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : COMPLETION OF TWO (2) YEARS
STUDIES IN COLLEGE
PREFERABLY IN OFFICE/ PUBLIC
ADMINISTRATION, MANAGEMENT,
COMPUTER SCIENCE
EXPERIENCE : ONE (1) YEAR RELEVANT
EXPERIENCE
TRAINING : FOUR (4) HOURS RELEVANT
TRAINING
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

Under immediate supervision, responsible for communicating Center's Records procedures to all Services, and for coordinating the transfer of records to the Records Center for semi-active storage and disposition.

DUTIES AND RESPONSIBILITIES

1. Communicates centers records procedures to all Services/Staff.
2. Establishes and maintains records contacts in each Service or program area for communication purposes.
3. Participating in center's records/FO-NCR Records led initiatives (meetings, surveys, special projects, trainings).
4. Instructing staff on records transfer procedures and providing advice when required.
5. Reviewing Records Transfer to ensure accuracy and completeness, before signing and transmitting the records to FO-NCR Records Section.
6. Sending complete and accurate center's records inventory to the FO-NCR Section.
7. Receive copies of Transfer Lists after the records have been transferred and distributing to the appropriate Service so that location and retrieval information is readily available to staff.
8. Maintaining a central copy of approved records schedules for the department.
9. Maintain central digitalized records for recovery.
10. Perform other tasks assigned or required.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	5%
SPECIAL / TECHNICAL	15%
EXAM	
PANEL INTERVIEW	15%
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 ADMINISTRATIVE OFFICER IV

ITEM NUMBER : FONCR-COS-ADOF4-2302002
SALARY GRADE : 15 / PHP 36,619.00
VICE : NEWLY CREATED POSITION
DATED FEBRUARY 14, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : REHABILITATION SHELTERED
WORKSHOP

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN
PSYCHOLOGY
EXPERIENCE : NONE REQUIRED
TRAINING : NONE REQUIRED
ELIGIBILITY : CAREER SERVICE
PROFESSIONAL / SECOND LEVEL
ELIGIBILITY

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN
PSYCHOLOGY
EXPERIENCE : AT LEAST ONE (1) YEAR OF
EXPERIENCE ON CONDUCTING
PSYCHOLOGICAL ASSESSMENT
AND COUNSELING
TRAINING : WITH 16 HOURS RELEVANT
TRAINING ON PSYCHOLOGICAL
ASSESSMENT, PSYCHOTHERAPY
AND COUNSELING
ELIGIBILITY : RA 1080 (PSYCHOMETRICIAN)

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Administers and evaluate psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
2. Assesses client's needs, abilities, 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 plan of 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 of 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 quip 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:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	10%
SPECIAL / TECHNICAL	15%
EXAM	
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%**.

2 MANPOWER DEVELOPMENT ASSISTANT

ITEM NUMBER : FONCR-COS- MDA-2302003 TO 2302004
SALARY GRADE : 8 / PHP 19,744.00
VICE : NEWLY CREATED POSITION
DATED FEBRUARY 14, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : REHABILITATION SHELTERED
WORKSHOP

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : COMPLETION OF TWO (2) YEARS
STUDIES IN COLLEGE
EXPERIENCE : ONE (1) YEAR RELEVANT
EXPERIENCE
TRAINING : FOUR (4) HOURS RELEVANT
TRAINING
ELIGIBILITY : CAREER SERVICE SUB-
PROFESSIONAL / FIRST LEVEL
ELIGIBILITY

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : COMPLETION OF TWO (2) YEARS
STUDIES IN COLLEGE
EXPERIENCE : NONE REQUIRED
TRAINING : NONE REQUIRED
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Directs group of workers in skills training for clients.
2. Evaluates and determines the methods to be adopted to suit local conditions and the needs of the clients.
3. Makes models, prepares and introduces new or improvised instructions aids and devices.
4. Teaches the operation of the special equipment and teaching devices for special group of clients.
5. Collaborates with the other workers to give clients the maximum benefits offered by the center.
6. Makes the periodic progress report of clients, collaborates with the rehabilitation workers in the evaluation of clients and on difficult and problem cases with other workers.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	5%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	15%

IPCR OR ANY RELATED
PERFORMANCE
ASSESSMENT/REVIEW

5%

INITIAL SHORTLISTING

OBTAINED **45 POINTS** OR **75%** OF THE MAXIMUM TOTAL
SCORE ON ETE.

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proceed to the next recruitment process.

FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD
NOT BE LESS THAN **80%**.

1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS- SOCWO2-2302005
SALARY GRADE : 15 / PHP 36,619.00
VICE : NEWLY CREATED POSITION
DATED FEBRUARY 14, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : REHABILITATION SHELTERED
WORKSHOP

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN SOCIAL
WORK
EXPERIENCE : AT LEAST ONE (1) YEAR
RELAVENT EXPERIENCE
TRAINING : FOUR (4) HOURS RELEVANT
TRAINING
ELIGIBILTY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Assist in planning of the delivery of services and program of the unit.
2. Lead, organize and work directly with the team, demonstrate skills and conduct group work activities.

3. Promotes, organize, and supervise special events and mass group activities or assemblies for the unit.
4. Recruit, supervises and trains volunteers.
5. Submit monthly statistical and narrative records and progress reports of individual and groups under his/her supervision.
6. Be responsible for the overall administration and operation of a particular unit.
7. Assist in the supervision of the staff in the unit.
8. Handles management of different cases of discharged clients from institutions and graduates of rehabilitation centers.
9. Represents DSWD in meetings and conferences, and coordinates with other agencies.
10. Performs other duties as required by the agencies 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	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%**.

2 NURSE I

ITEM NUMBER : FONCR-COS-NUR1-210702 /
FONCR-COS-NUR1-210703
SALARY GRADE : 15 / PHP 36,619.00
VICE : CACALDA, MELANIE F. /
AKOL, CATHERINE ROSE
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : ELSIE GACHES VILLAGE

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN
NURSING
EXPERIENCE : NONE REQUIRED
TRAINING : NONE REQUIRED
ELIGIBILITY : RA 1080 (NURSE)

JOB SUMMARY

Provide proper medical service through effective and efficient nursing care adherent to profession and DSWD

DUTIES AND RESPONSIBILITIES

1. Maintains medical records of residents as reference to the Medical Officer's diagnosis and plan of treatment.
2. Promotions clients' independence by establishing care goals to understand the condition and medications.

3. Assures quality of Nursing care by adhering to therapeutic standards, assessing medical intervention undertaken, making or recommending necessary adjustments following C/RCF protocols in providing medical service to residents.
4. Maintain and regular inventory medical supplies inventory to determine stock availability, anticipation of needed supplies, placing or expediting order for supplies and materials and verifying receipt of supplies.
5. Ensures efficient and coordinated medical service through communication with residents and allied staff. Make referral for external resource if necessary.
6. Administers and checks proper medication as prescribed by the Medical Officer.
7. Provide frequent client evaluation including monitoring of vital signs and performs essential procedures during emergency situations.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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 DENTIST II

ITEM NUMBER : FONCR-COS-DENT2-2112125
SALARY GRADE : 17 / PHP 43,030.00
VICE : NEWLY CREATED POSITION
DATED DECEMBER 22, 2021
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : HAVEN FOR WOMEN

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : DOCTOR OF DENTAL MEDICINE
OR DENTAL SURGERY
EXPERIENCE : FOUR (4) HOURS OF RELEVANT
TRAINING
TRAINING : ONE (1) YEAR OF RELEVANT
EXPERIENCE
ELIGIBILITY : RA 1080 (DENTIST)

JOB SUMMARY

Under the direction of Central Head and substantial latitude for the exercise of independent judgement performs somewhat difficult, responsible professional work requiring training, some experience and board knowledge along dental health program.

DUTIES AND RESPONSIBILITIES

1. Prescribes medications such as antibiotics when necessary to avoid infection after extraction.
2. Administer anesthetics to limit the amount of pain experienced by clients during procedures.

3. Examines teeth, gums and related tissues using dental instruments and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities and plan appropriate treatments.
4. Advise and instruct clients regarding preventive dental care, the causes and treatment of dental problems and oral health care services.
5. Diagnose and treat diseases, injuries and malformations of teeth, gums and related oral structures, and provide preventive and corrective services.
6. Maintains dental records and database of clients served and checks its progress to ensure that proper dental service being given.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCWO2-2203002
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : GUIRIBA, SHANE ANNE A.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : INA HEALING CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK
EXPERIENCE : FOUR (4) HOURS OF RELEVANT TRAINING
TRAINING : ONE (1) YEAR OF RELEVANT EXPERIENCE
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : PREFERABLY WITH UNITS IN MS IN SOCIAL WORK
EXPERIENCE : EIGHT (8) HOURS OF TRAINING CASE
TRAINING : TWO (2) YEARS OF EXPERIENCE IN HANDLING CASE MANAGEMENT AND/OR PROJECT MANAGEMENT
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

Under general supervision of Social Welfare Officer V/III and with some latitude for the 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 tasks assigned.

DUTIES AND RESPONSIBILITIES

1. Conducts intake interview with the clients as part of the protocol.
2. Orient clients on house rules, regulations, introduces clients to other residents, social workers and other staff.
3. Undertakes in-depth data gathering through interviews with clients and his/her relatives to identify problem and appropriate intervention strategies for the client and formulates treatment plan for the clients based on the consultation 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. Maintain 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:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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%**.

2 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCWO2-2112162 /
FONCR-COS-SOCWO2-2112165
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : CALOPEZ, ROGIL / BEQUILLA,
KRISTINA D.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : JOSE FABELLA CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN SOCIAL
WORK
EXPERIENCE : FOUR (4) HOURS OF RELEVANT
TRAINING
TRAINING : ONE (1) YEAR OF RELEVANT
EXPERIENCE
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : PREFERABLY WITH UNITS IN MS
IN SOCIAL WORK
EXPERIENCE : EIGHT (8) HOURS OF TRAINING
CASE
TRAINING : TWO (2) YEARS OF EXPERIENCE
IN HANDLING CASE
MANAGEMENT AND/OR PROJECT
MANAGEMENT
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

Under general supervision of Social Welfare Officer V and with some latitude for the 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 tasks assigned.

DUTIES AND RESPONSIBILITIES

1. Conducts intake interview with the clients as part of the protocol.
2. Orient clients on house rules, regulations, introduces clients to other residents, social workers and other staff.
3. Undertakes in-depth data gathering through interviews with clients and his/her relatives to identify problem and appropriate intervention strategies for the client and formulates treatment plan for the clients based on the consultation 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. Maintain 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:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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 ADMINISTRATIVE OFFICER II

ITEM NUMBER : FONCR-COS-ADOF2-2112167
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : ESTABILLO, NOEMI
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : JOSE FABELLA CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN
PSYCHOLOGY / AB PSYCHOLOGY
EXPERIENCE : NONE REQUIRED
TRAINING : NONE REQUIRED
ELIGIBILITY : CAREER SERVICE
PROFESSIONAL / RA 1080

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : WITH ON-GOING UNITS IN MA
PSYCHOLOGY
EXPERIENCE : WITH RELEVANT TRAINING IN
PSYCHOLOGICAL ASSESSMENT /
COUNSELLING
TRAINING : AT LEAST ONE (1) YEAR
EXPERIENCE IN CONDUCTING
PSYCHOLOGICAL
ADMINISTRATION AND
ASSESSMENT
ELIGIBILITY : RA 1080 (PSYCHOMETRICIAN)

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Assists the psychological with initial and comprehensive clinical assessments.
2. Administers psychological tests in aid of referral for psychiatric intervention, referral; to other services and formulation of psychological intervention for clients.
3. Collaborates with other disciplines to ensure implementation of rehabilitation plan for clients.
4. Counsels clients when needed.
5. Presents findings during case conference to monitor the development of the case and formulation of rehabilitation plan.
6. Monitors use of psychological test materials for the consumption of clients in the center.
7. Prepares psychometrician's report of clients to recommend appropriate rehabilitation plans for residents.
8. Conduct psycho-education and adjunct counseling to residents.
9. Prepares project proposals for activities related to psycho-social development residents.
10. Assume membership to assigned committees by the immediate supervisor and center head.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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 NURSE I

ITEM NUMBER : FONCR-COS-NUR1-210712
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : NEWLY CREATED POSITION
DATED JUNE 28, 2021
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : MARILLAC HILLS

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN
NURSING
EXPERIENCE : NONE REQUIRED
TRAINING : NONE REQUIRED
ELIGIBILITY : RA 1080 (NURSE)

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN
NURSING
EXPERIENCE : WITH ADVANCE TRAINING ON
NURSING CARE AND BASIC LIFE
SUPPORT
TRAINING : AT LEAST ONE (1) YEAR
EXPERIENCE IN RENDERING
NURSING CARE IN
CENTERS/RESIDENTIAL CARE
FACILITIES
ELIGIBILITY : RA 1080 (NURSE)

JOB SUMMARY

Under the general supervision of Social Welfare Officer V and Medical Officer III with some latitude for exercise of independent judgement, performs somewhat difficult, responsible professional work pertaining case management requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Maintains medical records of clients as reference of Medical Officers in diagnosing and providing treatment.
2. Promotes clients' independence by establishing care goals to understand the condition and medications.
3. Assures quality of nursing care by adhering to therapeutic standards, assessing medical intervention undertaken, making or recommending necessary adjustments; following C/RCF protocol in providing proper medical service to clients.
4. Maintains medical supplies inventory by checking stock to determine availability; anticipating needed supplies, verifying receipt of supplies.
5. Ensures efficient and coordinated medical services by coordinating and planning clinic activities; communications clients' needs and makes referrals when necessary.
6. Administers and checks proper medication order as prescribed by the Medical Officer III and reviews drugs/medicines on stock to ensure that it does not exceed the expiration date.
7. Provide frequent client evaluations including monitoring vital signs and perform essential procedures during emergency situations.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCWO2-2112130
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : MENEDILLA, MARIBETH
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : MARILLAC HILLS

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK
EXPERIENCE : FOUR (4) HOURS RELEVANT TRAINING
TRAINING : ONE (1) YEAR RELEVANT EXPERIENCE
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

Under general supervision of Social Welfare Officer V/III and with some latitude for exercise of independent judgment, 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 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. Undertakes in-depth data gathering through interviews with clients and his/her relatives to identify problem and appropriate intervention strategies for the client and formulates treatment plan for the clients based on the treatment consultations and data gathered.
4. Implements rehabilitative services based on the treatment plan and prepare corresponding minutes of the plan implementation to the 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

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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 PSYCHOLOGIST I

ITEM NUMBER : FONCR-COS-PSY1-000723
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : FERRER, JOANNA MARIE M.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : GOLDEN RECEPTION AND
ACTION CENTER FOR ELDERLY
AND OTHER SPECIAL NEEDS

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : MASTER'S DEGREE IN
PSYCHOLOGY
EXPERIENCE : NONE REQUIRED
TRAINING : NONE REQUIRED
ELIGIBILITY : RA 1080 (PSYCHOLOGIST)

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : WITH MASTER'S DEGREE IN
PSYCHOLOGY
EXPERIENCE : WITH RELEVANT TRAINING ON
PSYCHOLOGICAL ASSESSMENT,
PSYCHOTHERAPY AND
COUNSELING
TRAINING : WITH AT LEAST ONE (1) YEAR
EXPERIENCE ON CONDUCTING
PSYCHOLOGICAL ASSESSMENT
AND COUNSELING
ELIGIBILITY : RA 1080 (PSYCHOLOGIST)

JOB SUMMARY

Under the general supervision and with some latitude for the exercise of independent judgement, 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, 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 plan.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan.
5. Counsels clients and staffs when needed.
6. Presents psychological diagnosis during case conference to monitor the development of the case 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

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (t)	10%
EXPERIENCE (e)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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%**.

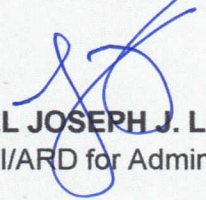
Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before MAR 31 2023 not later than 5:00 PM:

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 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/FONCRrecruitmentthub> 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