



VACANCIES AS OF APRIL 13, 2023



1 ADMINISTRATIVE AIDE IV

ITEM NUMBER : FONCR-COS-ADA4-2201159
SALARY GRADE : SG 4 / PHP 15, 586.00
VICE : JUAN, SHAMMAE PRAISE L. (ANTICIPATED VACANCY)
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

JOB SUMMARY

UNDER GENERAL SUPERVISION OF THE SWO III / HEAD AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT, RESPONSIBLE PROFESSIONAL WORK REQUIRING TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE OF A SPECIAL SUBJECT MATTER.

DUTIES AND RESPONSIBILITIES

- 1. PREPARES REGRET AND CONGRATULATORY LETTER FOR INTERNAL AND EXTERNAL APPLICANTS (PERMANENT, JOB ORDER AND COS).**
- 2. UPDATES PERSONAL DATA SHEET OF EMPLOYEES TO THE DATABASE.**
- 3. PREPARES ENDORSEMENT LETTER OF PERSONAL DATA SHEET FOR REGIONAL DIRECTOR SIGNATURE AND FOR PAS 201 FILE.**
- 4. ASSISTS TO THE COMPLIANCE OF REQUIREMENTS OF PERMANENT/ CONTRACTUAL/ CASUAL**
- 5. MONITORS RESOLUTIONS.**
- 6. COORDINATE WITH C/CRF FOR RENEWAL AND OTHER CONCERNS.**
- 7. MONITORS BULLETIN BOARD.**
- 8. ANNOUNCE OF NEWLY HIRED AND PROMOTED STAFF (PERMANENT/ CONTRACTUAL/ CASUAL)**
- 9. COORDINATE WITH NEWLY HIRED AND PROMOTED STAFF FOR OATH TAKING.**

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.

1 ADMINISTRATIVE AIDE IV

ITEM NUMBER : FONCR-COS-ADA4-2201160
SALARY GRADE : SG 4 / PHP 15, 586.00
VICE : MANGULABNAN, KHRIZZEL MILIA M.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : HUMAN RESOURCE PLANNING AND PERFORMANCE
MANAGEMENT

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

JOB SUMMARY

UNDER GENERAL SUPERVISION OF THE SWO III / HEAD AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT, RESPONSIBLE PROFESSIONAL WORK REQUIRING TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE OF A SPECIAL SUBJECT MATTER.

DUTIES AND RESPONSIBILITIES

1. ENCODE ALL RECEIVED INCOMING AND OUTGOING DOCUMENTS.
2. ENDORSE ALL INCOMING AND OUTGOING DOCUMENTS TO THE DESIGNATED HEAD SECTION.
3. ENDORSE DOCUMENTS TO RECORDS AND ARCHIVES FOR RSO/SO.
4. ROUTE CLEARANCE AND CONTRACTS ON THE DESIGNATED HEAD SECTION.
5. FOLLOW UP RUSH AND URGENT DOCUMENTS THAT HAVE NOT BEEN RETURNED IN THREE (3) DAYS.
6. ASSIST SECTION ADMINS FOR FOLLOW UP DOCUMENTS.
7. ASSIST APPLICANTS FOR APPLICATION.
8. FILE AND SCAN ALL RECEIVED DOCUMENTS FOR RECORDS INSPECTION.

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.

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 APRIL 20, 2023 NOT LATER THAN 5:00 PM:

1. Application letter addressed to **ATTY. MICHAEL JOSEPH J. LORICO**, Director III/Officer-in-Charge (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 a 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/Training 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 the 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 the filling of the 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



VACANCIES AS OF APRIL 13, 2023



1 PROJECT DEVELOPMENT OFFICER II

ITEM NUMBER : N/A
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : NEWLY CREATED POSITION
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : REGIONAL JUVENILE JUSTICE AND WELFARE COMMITTEE

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE RELEVANT TO THE JOB
TRAINING : FOUR (4) RELEVANT TRAINING
EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE
ELIGIBILITY : CAREER SERVICE (PROFESSIONAL) / SECOND-LEVEL ELIGIBILITY

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : BACHELOR OF SCIENCE IN SOCIAL WORK, COMMUNITY DEVELOPMENT OR RELATED SOCIAL SCIENCES COURSES
TRAINING : EIGHT (8) TRAINING ON JUVENILE JUSTICE AND WELFARE, CHILD RIGHTS AND PROTECTION, PROJECT DEVELOPMENT AND MANAGEMENT, MONITORING AND COORDINATION
EXPERIENCE : TWO (2) YEARS EXPERIENCE IN THE JUVENILE JUSTICE AND CHILD WELFARE FIELD
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

THE PROJECT DEVELOPMENT OFFICER II COORDINATES AND MONITORS THE IMPLEMENTATION OF THE SUPPORT TO BAHAY PAG-ASA (BPA) PROJECT AT THE REGIONAL LEVEL.

DUTIES AND RESPONSIBILITIES

UNDER THE GUIDANCE OF THE REGIONAL SECRETARIAT SWO III/TEAM LEADER, THE PDO II SHALL:

1. ASSIST BAHAY PAG-ASA FACILITIES IN DEVELOPING THEIR PROPOSALS IN ACCORDANCE WITH THE SUPPORT TO BPA PROJECT GUIDELINES
2. DEVELOP REGIONAL PLANS BASED ON PROJECT PROPOSALS FROM LOCAL GOVERNMENT UNITS/BAHAY PAG-ASA IN ACCORDANCE WITH THE PROJECT'S TIMELINES AND EXPECTED OUTPUTS WITHIN THE YEAR;
3. COORDINATE THE DELIVERY OF SERVICES TO BAHAY PAG-ASA SUCH AS THE TRAINING FOR CENTER STAFF, LIVELIHOOD AND SKILLS TRAININGS FOR RESIDENTS, SUBSIDIES AND OTHER INTERVENTIONS
4. PROVIDE TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT UNITS (LGUS) IN COMPLYING WITH THE REQUIREMENTS OF THE JJWC ON THE PROVISION OF SUPPORT TO BAHAY PAG-ASA OPERATIONS;
5. MONITOR THE IMPLEMENTATION OF TARGET ACTIVITIES;
6. SUBMIT MONITORING REPORTS ON PROJECT IMPLEMENTATION WITH RECOMMENDATIONS FOR

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%
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INITIAL SHORTLISTING

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Only those who obtained the 45 points or 75% on ETE shall proceed to the next recruitment process.

INTERESTED AND QUALIFIED APPLICANTS WHO MET THE ABOVE MINIMUM QUALIFICATION STANDARD (CSC-PRESCRIBED) MAY SUBMIT THE FOLLOWING DOCUMENTARY REQUIREMENTS TO THE REGIONAL JUVENILE JUSTICE AND WELFARE COMMITTEE ON OR BEFORE APRIL 20, 2023 NOT LATER THAN 5:00 PM:

- 1 Application letter addressed to **ATTY. MICHAEL JOSEPH J, LORICO, Director III / Officer-in-Charge Field Office NCR** (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 submit the scanned PDF copy of your credentials to recruitment@jjwc.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. 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