



VACANCIES AS OF APRIL 14, 2023 (PERMANENT AND CONTRACTUAL POSITIONS)



1 MEDICAL OFFICER III

ITEM NUMBER : OSEC-DSWDB-MDOF3-2-2010
SALARY GRADE : SG 21 / PHP 63, 997.00
VICE : LAZO, MELODY P.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : ELSIE GACHES VILLAGE

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : DOCTOR OF MEDICINE
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : RA 1080 (PHYSICIAN)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : DOCTOR OF MEDICINE
TRAINING : WITH RELEVANT TRAINING ON THE COMMUNITY/PUBLIC HEALTH,
OCCUPATIONAL HEALTH AND SAFETY; TRAINING ON ADVANCED
PRINCIPLES AND PRACTICES OF MODERN MEDICINE,
MEDICAL DIAGNOSIS AND TREATMENT
EXPERIENCE : AT LEAST 1 YEAR OF EXPERIENCE IN PROVIDING
COMMUNITY/PUBLIC HEALTH SERVICE
ELIGIBILITY : RA 1080 (PHYSICIAN)

JOB SUMMARY

UNDER THE DIRECTION OF SOCIAL WELFARE OFFICER V AND MEDICAL SPECIALIST I AND SUBSTANTIAL LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGEMENT, ENGAGED IN MODERATELY RESPONSIBLE WORK REQUIRING TRAINING AND MODERATE EXPERIENCE OR LOWER TRAINING BUT WITH CONSIDERABLE EXPERIENCE AND VERY BROAD KNOWLEDGE OF A SPECIAL SUBJECT MATTER.

DUTIES AND RESPONSIBILITIES

1. ANALYZES REPORTS ON DEATH INCIDENTS FROM THE RESIDENTIAL CARE FACILITIES TO CHECK ON THE COMPLETENESS OF THE INFORMATION AND WHETHER PROPER MEDICAL INTERVENTIONS AND ACTIONS HAVE BEEN UNDERTAKEN BY THE STAFF.
2. ACCOMPLISHES AND UPDATES MEDICAL RECORDS OF STAFF USING THE PRESCRIBED FORMAT WHICH ARE CONFIDENTIAL AND MAY ONLY BE ACCESSED BY A THIRD PARTY WITH THE CONTENT OF THE STAFF.
3. PREPARES AND CONDUCTS LECTURES ON HEALTH AND MEDICAL TOPICS AND PROPOSES IEC MATERIALS TO ADVOCATE A HEALTHY LIFESTYLE AND PREVENTIVE HEALTH CARE TO STAFF AND EMPLOYEES.
4. SUBMITS FEEDBACK REPORTS AND CONFIRMATION OF AGREEMENTS DURING MONITORING VISITS AND TECHNICAL ASSISTANCE TO CENTERS/RESIDENTIAL CARE FACILITIES IN RELATION TO HEALTH CONCERNS OF THE CLIENTS.
5. REVIEWS THE CLIENT'S OVERALL MEDICAL HISTORY INCLUDING MEDICATIONS AND TREATMENTS.
6. PROPERLY DEFINE AND DESCRIBE PATIENTS' SYMPTOMS AND PROBLEMS, CLARIFY AND VERIFY DIAGNOSES AND HELP ESTABLISH REALISTIC AND ATTAINABLE PROGNOSIS AND CARE.
7. PREPARE AND DATE PROGRESS NOTES AT EACH VISIT/CONSULTATION.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	20%
TRAINING (T)	15%
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%**.

1 MEDICAL OFFICER III

ITEM NUMBER : OSEC-DSWDB-MDOF3-7-2010
SALARY GRADE : SG 21 / PHP 63, 997.00
VICE : VERIDIANO, OFELIA S.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : SANCTUARY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : DOCTOR OF MEDICINE
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : RA 1080 (PHYSICIAN)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : WITH A MASTER'S DEGREE IN PUBLIC HEALTH
TRAINING : WITH RELEVANT TRAINING ON COMMUNITY/PUBLIC
HEALTH, OCCUPATIONAL HEALTH AND SAFETY;
ADVANCED PRINCIPLES AND PRACTICES OF MODERN
MEDICINE, MEDICAL DIAGNOSIS AND TREATMENT
EXPERIENCE : AT LEAST 1 YEAR OF EXPERIENCE IN PROVIDING
COMMUNITY/PUBLIC HEALTH SERVICE
ELIGIBILITY : RA 1080 (PHYSICIAN)

JOB SUMMARY

UNDER THE DIRECTION OF SOCIAL WELFARE OFFICER V AND MEDICAL SPECIALIST I AND SUBSTANTIAL LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGEMENT, ENGAGED IN MODERATELY RESPONSIBLE WORK REQUIRING TRAINING AND MODERATE EXPERIENCE OR LOWER TRAINING BUT WITH CONSIDERABLE EXPERIENCE AND VERY BROAD KNOWLEDGE OF A SPECIAL SUBJECT MATTER.

DUTIES AND RESPONSIBILITIES

1. ANALYZES REPORTS ON DEATH INCIDENTS FROM THE RESIDENTIAL CARE FACILITIES TO CHECK ON THE COMPLETENESS OF INFORMATION AND WHETHER PROPER MEDICAL INTERVENTIONS AND ACTIONS HAVE BEEN UNDERTAKEN BY THE STAFF.
2. ACCOMPLISHES AND UPDATES MEDICAL RECORDS OF STAFF USING THE PRESCRIBED FORMAT WHICH ARE CONFIDENTIAL AND MAY ONLY BE ACCESSED BY A THIRD PARTY WITH THE CONTENT OF THE STAFF.
3. PREPARES AND CONDUCTS LECTURES ON HEALTH AND MEDICAL TOPICS AND PROPOSES IEC MATERIALS TO ADVOCATE HEALTHY LIFESTYLE AND PREVENTIVE HEALTH CARE TO STAFF AND EMPLOYEES.
4. SUBMITS FEEDBACK REPORTS AND CONFIRMATION OF AGREEMENTS DURING MONITORING VISITS AND TECHNICAL ASSISTANCE TO CENTERS/RESIDENTIAL CARE FACILITIES IN RELATION TO HEALTH CONCERNS OF THE CLIENTS.
5. REVIEWS THE CLIENTS OVERALL MEDICAL HISTORY INCLUDING MEDICATIONS AND TREATMENTS.
6. PROPERLY DEFINE AND DESCRIBE PATIENTS' SYMPTOMS AND PROBLEMS, CLARIFY AND VERIFY DIAGNOSES AND HELP ESTABLISH REALISTIC AND ATTAINABLE PROGNOSIS AND CARE.
7. PREPARE AND DATE PROGRESS NOTES AT EACH VISIT/CONSULTATION.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	20%
TRAINING (T)	15%
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%**.

1 HOUSEPARENT II

ITEM NUMBER : OSEC-DSWDB-HP2-234-2004
SALARY GRADE : SG 6 / PHP 17, 553.00
VICE : BUYOC, ANGELINA G.
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 COURSES 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

WORKS 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 TO ENSURE CONTINUOUS MONITORING OF OPERATION ALONG HOMELIFE SERVICE.**
- 2. OBSERVE AND REPORT CLIENTS' SIGNIFICANT BEHAVIORAL PATTERNS TO THE SUPERVISING HOUSEPARENT AS A REFERENCE OF THE REHABILITATION TEAM (EG. INCIDENT, PROGRESS AND BEHAVIORAL REPORT).**
- 3. PERFORMS HOUSEHOLD CHORES SUCH AS MOPPING, AND SWEEPING TO MAINTAIN CLEANLINESS AND ADMINISTER MEDICATION TO CLIENTS, IN ACCORDANCE WITH SPECIFIC INSTRUCTIONS PROVIDED BY THE MEDICAL OFFICER.**
- 4. PREPARE PRESCRIBED FOOD SUCH AS FOR CLIENTS BY FOLLOWING THE INSTRUCTIONS OF THE NUTRITIONIST DIETICIAN APPROPRIATELY.**
- 5. LEADS EDUCATIONAL ACTIVITIES SUCH AS READING, WRITING AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES TO DEVELOP THE CLIENT'S INTEREST AS PART OF THE LEARNING PROCESS.**
- 6. PROVIDES DIRECT CARE AND SUPERVISION TO ABLE-BODIED CLIENTS IN THE RESIDENTIAL CARE FACILITIES IN PERFORMING DAILY COTTAGE ACTIVITIES.**
- 7. MANAGE THE DISTRIBUTION OF RESOURCES IN THE COTTAGE TO ENSURE PROPER AND EFFICIENT CONSUMPTION.**
- 8. UNDERTAKES GENERAL HOUSEHOLD DUTIES, INCLUDING CLEANING AND LAUNDRY, TO MAINTAIN THE COTTAGE'S CLEANLINESS AND ORDERLINESS.**
- 9. ACTS AS WATCHER IN THE HOSPITAL AND EXECUTIVE-ON-DUTY WHEN NECESSARY.**

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	15%
TRAINING (T)	15%
EXPERIENCE (E)	25%
WRITTEN EXAM (SPECIAL/TECHNICAL EXAM/TRADE TEST)	30%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%

INITIAL SHORTLISTING

OBTAINED **41.25 POINTS** OR **75%** OF THE MAXIMUM TOTAL SCORE ON ETE.

Only those who obtained the 41.25 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 HOUSEPARENT I

ITEM NUMBER : OSEC-DSWDB-HP1-479-2004
SALARY GRADE : SG 4 / PHP 15, 586.00
VICE : MATIAS, MINERVA C.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : NAYON NG KABATAAN

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : HIGH SCHOOL GRADUATE
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : NONE REQUIRED

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : A GRADUATE OF PRACTICAL NURSING, MIDWIFERY AND
OTHER ALLIED COURSES
TRAINING : AT LEAST 8 HOURS TRAINING ALONG HOUSEKEEPING AND
CAREGIVING COURSES
EXPERIENCE : AT LEAST 2 YEARS EXPERIENCE ALONG PROVISION OF
HOMELIFE SERVICE
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 REPORT ANY SIGNIFICANT BEHAVIORAL PATTERNS OF CLIENTS TO THE SUPERVISING HOUSEPARENT AS THE REFERENCE OF THE REHABILITATION TEAM (E.G. INCIDENT, PROGRESS AND BEHAVIORAL REPORT);**
- 2. ADMINISTER MEDICATION TO CLIENTS, IN ACCORDANCE WITH SPECIFIC INSTRUCTIONS PROVIDED BY THE MEDICAL OFFICER.**
- 3. PREPARE PRESCRIBED FOOD SUCH AS FOR CLIENTS BY FOLLOWING THE INSTRUCTIONS OF THE NUTRITIONISTS DIETITIAN 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 THE 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.**
- 7. UNDERTAKES GENERAL HOUSEHOLD DUTIES, INCLUDING CLEANING AND LAUNDRY, TO MAINTAIN THE COTTAGE'S CLEANLINESS AND ORDERLINESS.**

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	15%
TRAINING (T)	15%
EXPERIENCE (E)	25%
WRITTEN EXAM (SPECIAL/TECHNICAL EXAM/TRADE TEST)	30%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%

INITIAL SHORTLISTING

OBTAINED **41.25 POINTS** OR **75%** OF THE MAXIMUM TOTAL SCORE ON ETE.

Only those who obtained the 41.25 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 HOUSEPARENT I

ITEM NUMBER : OSEC-DSWDB-HP1-481-2004
SALARY GRADE : SG 4 / PHP 15,586.00
VICE : MIEN, MARY TUESEPT A.
STATUS : PERMANENT
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. PREPARE PRESCRIBED FOOD SUCH AS FOR CLIENTS BY FOLLOWING THE INSTRUCTIONS OF NUTRITIONISTS DIETITIAN APPROPRIATELY.**
- 4. LEADS EDUCATIONAL ACTIVITIES SUCH AS READING, WRITING AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IN 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.**
- 7. UNDERTAKES GENERAL HOUSEHOLD DUTIES, INCLUDING CLEANING AND LAUNDRY, IN ORDER TO MAINTAIN THE CLEANLINESS AND ORDERLINESS OF THE COTTAGE.**
- 8. ACT AS WATCHER IN HOSPITAL AND EXECUTIVE-ON-DUTY WHEN NECESSARY.**

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	15%
TRAINING (T)	15%
EXPERIENCE (E)	25%
WRITTEN EXAM (SPECIAL/TECHNICAL EXAM/TRADE TEST)	30%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%

INITIAL SHORTLISTING

OBTAINED **41.25 POINTS** OR **75%** OF THE MAXIMUM TOTAL SCORE ON ETE.

Only those who obtained the 41.25 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 I

ITEM NUMBER : FONCR-CONTRACTUAL-SOCW01-000148
SALARY GRADE : SG 11 / PHP 27, 000.00
VICE : NEWLY CREATED CY 2019
STATUS : CONTRACTUAL
PLACE OF ASSIGNMENT : JOSE FABELLA CENTER

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 : PREFERABLE WITH UNITS IN MASTERS IN SOCIAL WORK
TRAINING : 4 HOURS OF TRAINING IN CASE MANAGEMENT/
COUNSELING/COMMUNICATION/ FACILITATION
EXPERIENCE : 1-YEAR 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 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 TASKS ASSIGNED.

DUTIES AND RESPONSIBILITIES

1. PROVIDES IMMEDIATE RESPONSE AND ACTION TO THE RECEIVED REPORTS THROUGH CONDUCT OF REACH OUT ACTIVITIES TO REFERRED CASES TO THE REGION.
2. INTAKES AND INTERVIEWS CLIENTS FOR FURTHER SOCIAL ASSISTANCE AND CASE MANAGEMENT.
3. CONDUCTS SOCIAL CASE STUDY AND MONITORING OF RESCUED CLIENTS TO BE ENDORSED TO THE LOCAL GOVERNMENT FOR FURTHER PROVISION OF SOCIAL SERVICES.
4. ASSISTS IN THE PREPARATION OF ANNUAL WORK PLANS, SEMESTRAL REPORTS, MONTHLY ACCOMPLISHMENT REPORTS, AND OTHER PROJECT DOCUMENTATION IN RELATION TO THE OPERATION AND TARGET ACTIVITIES OF THE UNIT.
5. PREPARES DOCUMENTATION DURING INTERAGENCY MEETINGS AND OTHER ACTIVITIES IN RELATION TO THE PROJECT IMPLEMENTATION.
6. CONDUCTS PROFILING AND MAINTAINS A DATABASE OF CLIENTS SERVED.
7. PREPARES DOCUMENTATIONS ON THE STATUS REPORTS/UPDATES/ACCOMPLISHMENTS ALONG WITH THE OPERATION OF THE UNIT.
8. ATTENDS MEETINGS/SEMINARS AND WORKSHOPS IN RELATION TO PROJECT IMPLEMENTATION.
9. PROVIDES GUIDANCE AND COUNSELING SERVICES TO FAMILIES TO PREVENT SOCIAL MALADJUSTMENTS AND OTHER.

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 SOCIAL WELFARE OFFICER I

ITEM NUMBER : FONCR-CONTRACTUAL-SOCW01-000206
SALARY GRADE : SG 11 / PHP 27, 000.00
VICE : BARRERA, JUSTINE PAOLA M.
STATUS : CONTRACTUAL
PLACE OF ASSIGNMENT : GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY
AND OTHER SPECIAL CASES

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 : PREFERABLE WITH UNITS IN MASTERS IN SOCIAL WORK
TRAINING : 4 HOURS OF TRAINING IN CASE MANAGEMENT/
COUNSELING/COMMUNICATION/ FACILITATION
EXPERIENCE : 1-YEAR EXPERIENCE IN HANDLING CASE MANAGEMENT
AND/OR PROJECT MANAGEMENT
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

UNDER GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER IV / 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 TASKS ASSIGNED.

DUTIES AND RESPONSIBILITIES

1. CASEWORKER AND IN-CHARGE OF THE PSYCHOSOCIAL INTERVENTIONS OF THE RESIDENTS FROM ADMISSION, WHILE IN THE CENTER AND POSSIBLE REINTEGRATION TO HIS/HER FAMILY/RELATIVES.
2. PROVIDES IMMEDIATE RESPONSE TO THE NEEDS OF THE SENIOR CITIZENS IN COORDINATION WITH THE ALLIED SERVICES IN THE CENTER.
3. INTAKES AND INTERVIEWS CLIENTS FOR FURTHER SOCIAL ASSISTANCE AND CASE MANAGEMENT.
4. CONDUCTS SOCIAL CASE STUDY AND MONITORING OF RESIDENTS TO BE ENDORSED TO THE LOCAL GOVERNMENT FOR FURTHER PROVISION OF SERVICES.
5. CONDUCT ONE ON ONE GROUP ACTIVITIES AS PART OF THE CASE MANAGEMENT PROCESS.
6. ASSISTS IN THE PREPARATION OF ANNUAL WORK PLANS, SEMESTRAL REPORT, QUARTERLY REPORTS, MONTHLY ACCOMPLISHMENT REPORTS, AND OTHER PROJECT DOCUMENTATIONS IN RELATION TO THE OPERATION AND TARGET ACTIVITIES OF THE UNIT.
7. PREPARES DOCUMENTATIONS DURING INTERAGENCY MEETINGS AND OTHER ACTIVITIES IN RELATION TO THE PROJECT IMPLEMENTATION.
8. CONDUCTS PROFILING AND MAINTAINS A DATABASE OF CLIENTS SERVED.
9. PREPARES DOCUMENTATIONS ON THE STATUS REPORTS/UPDATES/ACCOMPLISHMENTS ALONG WITH THE OPERATION OF THE SERVICE.
10. ATTENDS MEETINGS/SEMINARS AND WORKSHOPS IN RELATION TO PROJECT IMPLEMENTATION AND SUBMIT NECESSARY FEEDBACK REPORTS PERTAINING TO THE MEETINGS/SEMINARS ATTENDED.
11. EXERT EFFORT TO LOCATE THE FAMILIES AND/OR RELATIVES OF THE RESIDENTS FOR POSSIBLE REINTEGRATION AND PROVIDE GUIDANCE AND COUNSELING SERVICES TO THEIR FAMILIES TO PREVENT SOCIAL ADJUSTMENTS AND OTHERS.

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 SOCIAL WELFARE OFFICER I

ITEM NUMBER : FONCR-CONTRACTUAL-SOCW01-000207
SALARY GRADE : SG 11 / PHP 27, 000.00
VICE : DY, SHIENA MAE C.
STATUS : CONTRACTUAL
PLACE OF ASSIGNMENT : GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY
AND OTHER SPECIAL CASES

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 : PREFERABLE WITH UNITS IN MASTERS IN SOCIAL WORK
TRAINING : 4 HOURS OF TRAINING IN CASE MANAGEMENT/
COUNSELING/COMMUNICATION/ FACILITATION
EXPERIENCE : 1-YEAR EXPERIENCE IN HANDLING CASE MANAGEMENT
AND/OR PROJECT MANAGEMENT
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

UNDER GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER IV / 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 TASKS ASSIGNED.

DUTIES AND RESPONSIBILITIES

1. PROVIDES THE SENIOR CITIZEN CASEWORK SERVICES INCLUDING PREPARATION OF NEEDED DOCUMENTS IN THE HELPING INTERVENTION IN ORDER TO HELP THE RESIDENTS UNDERSTAND THE IMPLICATION OF AGING AND HOW TO ADJUST TO IT, TO HELP THEM IN THEIR SOCIAL ECONOMIC AND EMOTIONAL ADJUSTMENTS AFFECTING THEIR SOCIAL FUNCTIONING
2. CONDUCT GROUP WORK ACTIVITIES DESIGNED BASED ON THE RESIDENTS' NEED AND APPROPRIATENESS TO THEIR AGE;
3. CONDUCT INTAKES AND INTERVIEWS TO RESIDENTS FOR FURTHER SOCIAL ASSISTANCE AND CASE MANAGEMENT;
4. ASSISTS IN THE PREPARATION OF ANNUAL WORK PLANS, SEMESTRAL REPORTS, MONTHLY ACCOMPLISHMENT REPORTS, AND OTHER DOCUMENTATIONS IN RELATION TO THE IMPLEMENTATION OF PROGRAMS AND ACTIVITIES OF THE CENTER.
5. PREPARES DOCUMENTATIONS DURING MEETINGS AND OTHER ACTIVITIES IN RELATION TO THE PROGRAM IMPLEMENTATION.
6. CONDUCTS PROFILING AND MAINTAINS DATABASE OF RESIDENTS.
7. CONDUCTS HOME VISITS TO GATHER INFORMATION AND WIDER PERSPECTIVE OF THE RESIDENTS AND HIS/HER FAMILY.
8. PREPARES AND SUBMITS REPORTS NEEDED ON A REGULAR BASIS.
9. ACCOMPANIES/ESCORTS THE RESIDENT DURING REFERRAL AND/OR DISCHARGE TO THE FAMILY.
10. ATTENDS MEETINGS/SEMINARS AND WORKSHOPS IN RELATION TO HIS/HER PROFESSIONAL GROWTH.
11. MAINTAINS A PROFESSIONAL RELATIONSHIP WITH PARTNER AGENCIES, OFFICES INCLUDING PUBLIC AND PRIVATE SWDAS.

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%**.

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 29, 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 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.