



## VACANCIES AS OF MARCH 30, 2023



## 1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : OSEC-DSWDB-SOCW02-335-2004  
SALARY GRADE : SG 15 / PHP 36, 619.00  
VICE : BELIZARIO, ROWENA B.  
STATUS : PERMANENT  
PLACE OF ASSIGNMENT : NATIONAL VOCATIONAL REHABILITATION CENTER

### 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)

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK  
TRAINING : 120 HOURS OF TRAINING ON GENDER-RESPONSIVE CASE  
MANAGEMENT 120 HOURS OF TRAINING IN HANDLING PERSONS WITH  
DISABILITIES AND OTHER VULNERABLE GROUPS  
EXPERIENCE : HAS AT LEAST 1 YEAR OF EXPERIENCE WORKING IN  
ORGANIZATIONS CATERING TO PERSONS WITH  
DISABILITIES  
AND OTHER VULNERABLE GROUPS  
ELIGIBILITY : RA 1080 (SOCIAL WORKER)



## **JOB SUMMARY**

**PERFORMS AS CASE MANAGER TO HELP CLIENTS REACH THEIR OPTIMUM ADJUSTMENT TO THEIR DISABILITY AND WORKS TOWARDS SOCIAL INTEGRATION IN THEIR FAMILY AND COMMUNITY.**

## **DUTIES AND RESPONSIBILITIES**

- 1. CONDUCTS INTERVIEW, HOME VISITS, JAIL VISITS, CASE COUNSELING AND CASE MANAGEMENT CONFERENCES;**
- 2. PREPARES SOCIAL CASE STUDY REPORTS OF CLIENTS;**
- 3. CONSOLIDATES INTERVENTION PLANS OF DIFFERENT SERVICES FOR THE CLIENT;**
- 4. MONITORS STATUS OF INTERVENTION PLANS OF THE DIFFERENT SERVICES FOR THE CLIENT;**
- 5. COORDINATES WITH THE DIFFERENT SERVICES OF THE CENTER RELATED TO THE REHABILITATION NEEDS OF CLIENTS;**
- 6. ATTENDS REHABILITATION TEAM MEETINGS;**
- 7. ASSESSES AND RECOMMENDS QUALIFIED CLIENTS FOR LIVELIHOOD ASSISTANCE IN COORDINATION WITH THE PLACEMENT OFFICER;**
- 8. COORDINATES AND NEGOTIATES WITH LGUS, NGO'S, NGA'S, INDUSTRY ESTABLISHMENTS AND PRIVATE INDIVIDUALS ON RECRUITMENTS OF CLIENTS AND SPONSORSHIP FOR TRAINING NEEDS;**
- 9. CONDUCTS AFTER CARE MONITORING OF REHABILITATED CLIENTS;**
- 10. PREPARES/SUBMITS PROJECT PROPOSAL, CASE STUDIES AND OTHER REPORTS;**
- 11. PERFORMS OTHER RELATED 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 (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 I**

ITEM NUMBER : OSEC-DSWDB-ADAS1-135-2004  
SALARY GRADE : SG 7 / PHP 18, 620.00  
VICE : MANALASTAS, SHARLYN C.  
STATUS : PERMANENT  
PLACE OF ASSIGNMENT : PROTECTIVE SERVICES DIVISION

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

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

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

EDUCATION : BACHELOR'S DEGREE IN OFFICE MANAGEMENT AND ADMINISTRATION, SECRETARIAL COURSE OR ANY COURSE RELEVANT TO THE JOB  
TRAINING : 8 HOURS OF TRAINING IN ADMINISTRATION AND RECORDS MANAGEMENT STRATEGIES  
EXPERIENCE : 1 YEAR AND ABOVE OF EXPERIENCE IN ADMINISTRATIVE TASKS  
ELIGIBILITY : CAREER SERVICE (SUBPROFESSIONAL) / FIRST LEVEL ELIGIBILITY

## **JOB SUMMARY**

UNDER GENERAL SUPERVISION OF THE SOCIAL WELFARE OFFICER V AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT, PERFORMS SOMEWHAT DIFFICULT, RESPONSIBLE PROFESSIONAL WORK REQUIRING TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE OF A SPECIAL SUBJECT MATTER.

## **DUTIES AND RESPONSIBILITIES**

1. REVIEWS, RECORDS, CLASSIFIES AND FACILITATES INCOMING/OUTGOING COMMUNICATIONS;
2. ENCODES AND FILES CONFIDENTIAL CORRESPONDENCE, REPORTS AND OTHER DOCUMENTS;
3. KEEPS SCHEDULE OF MEETINGS AND OTHER ACTIVITIES OF THE DIVISION CHIEF AND THE DIVISION IN GENERAL;
4. KEEPS TRACK OF DAY-TO-DAY COMMUNICATIONS;
5. ANSWERS AND EXHIBITS POLITE AND PROFESSIONAL COMMUNICATION VIA PHONE CALL;
6. MAKES TRAVEL ARRANGEMENTS FOR THE DIVISION CHIEF;
7. SERVES AS OPC/IPCR SECRETARIAT AND COORDINATES WITH OPC ASSIGNED FOCAL PERSONS WITH COVERED PERIOD;
8. TIMELY COORDINATION WITH OTHER SECTIONS RELATIVE TO DIVISION'S ACTIVITIES/TASKS AT HAND; AND
9. CARRIES OUT OTHER ADMINISTRATIVE 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 SOCIAL WELFARE ASSISTANT

ITEM NUMBER : OSEC-DSWDB-SOCWAS-261-2004  
SALARY GRADE : SG 8 / PHP 19, 744.00  
VICE : INES, CARISSA R.  
STATUS : PERMANENT  
PLACE OF ASSIGNMENT : OFFICE OF THE REGIONAL DIRECTOR

### CSC – PRESCRIBED QUALIFICATION STANDARD

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

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : COMPLETION OF TWO (2) YEARS IN COLLEGE  
PREFERABLY WITH UNITS RELATED TO SOCIAL SCIENCES,  
BUSINESS ADMINISTRATION/MANAGEMENT COURSES  
TRAINING : AT LEAST EIGHT (8) HOURS OF TRAINING RELEVANT TO  
CLERICAL, OFFICE MANAGEMENT/ ORGANIZATION,  
RECORDS MANAGEMENT, AND COMPUTER-OPERATION  
EXPERIENCE : AT LEAST TWO (2) YEARS OF RELEVANT EXPERIENCE  
INVOLVING CLERICAL JOBS  
ELIGIBILITY : CAREER SERVICE (SUBPROFESSIONAL) / FIRST LEVEL ELIGIBILITY



## **JOB SUMMARY**

UNDER GENERAL SUPERVISION OF THE REGIONAL DIRECTOR / SUPERVISING ADMINISTRATIVE OFFICER WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT AND FOLLOWING DETAILED RULES AND PROCEDURES, PERFORMS THE SIMPLEST ROUTINE PROFESSIONAL WORK.

## **DUTIES AND RESPONSIBILITIES**

1. IMPLEMENTS VARIOUS PROGRAMS, SERVICES AND RELATED ACTIVITIES TO MEET THE NEEDS OF CLIENTS;
2. TAKES INVENTORY OF SUPPLIES/ MATERIALS EQUIPMENT;
3. KEEPS RECORDS OF STOCK RECEIVED ISSUED ON HAND FOR CONVENIENT RETRIEVAL;
4. REPORTS SHORTAGES AND DAMAGES/UNSERVICEABLE SUPPLIES AND MATERIALS;
5. PREPARES, RECEIVES AND STORES DOCUMENTS SUCH AS DELIVERY RECEIPTS, BILLS AND STATEMENTS;
6. REVIEWS AND RECORDS INCOMING AND OUTGOING CORRESPONDENCE AND GIVES THEM TO THE IMMEDIATE SUPERVISOR FOR CLASSIFICATION;
7. REVIEWS, SORT RECORDS, COPIES AND STAMPS INCOMING CORRESPONDENCE FROM INSTITUTIONS/ CENTERS AND REFERS TO DIVISIONS CONCERNED.
8. KEEPS AND MAINTAINS FILES OF ALL RECORDS AND DOCUMENTS.
9. SORTS AND INDEXES ALL RECORDS PERTAINING TO THE DIFFERENT INSTITUTIONS/ CENTERS.
10. PREPARES AND MONITORS PUBLICITY AND ADVOCACY PLAN OF THE PROGRAMS.

## 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 AIDE IV (CLERK II)**

ITEM NUMBER : OSEC-DSWDB-ADA4-637-2004  
SALARY GRADE : SG 4 / PHP 15, 586.00  
VICE : GABAGAT, CHRISTALYN G.  
STATUS : PERMANENT  
PLACE OF ASSIGNMENT : RECEPTION AND STUDY CENTER FOR CHILDREN

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

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

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

EDUCATION : COMPLETION OF TWO YEARS OF STUDIES IN COLLEGE  
TRAINING : EIGHT (8) HOURS OF RELEVANT TRAINING  
EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : CAREER SERVICE (SUBPROFESSIONAL) / FIRST LEVEL ELIGIBILITY

## **JOB SUMMARY**

**ACT AS A CLERK OF THE CENTER, RESPONSIBLE FOR THE INCOMING AND OUTGOING DOCUMENTS FROM THE CENTER HEAD TO THE RESPECTIVE STAFF. REPORTING SUCH AS BAYANIHAN BAYAN PROGRAM, URGENT CONCERNS, ICT MANAGEMENT REPORT, UTILITIES MONITORED, WORK AND FINANCIAL PLAN (WFP), FEEDBACK REPORTS AND OTHER RELATED TASKS. OFFICER-IN-CHARGE OF THE ADMINISTRATIVE SERVICE.**

## **DUTIES AND RESPONSIBILITIES**

- 1. RECORDS ALL INCOMING AND OUTGOING DOCUMENTS (COMMUNICATIONS, MEMOS, ETC);**
- 2. PHOTOCOPYING OF COMMUNICATIONS;**
- 3. LOG BOOKING OF DOCUMENTS;**
- 4. PREPARATION OF DTR EVERY 1ST AND 16TH DAY OF THE MONTH;**
- 5. ACT AS LIAISON OFFICER;**
- 6. ACT AS RECORDS MANAGEMENT OFFICER;**
- 7. SUBMIT ICT SERVICES AND MANAGEMENT REPORTS;**
- 8. SUBMIT QUARTERLY REPORTS OF UTILITIES MONITORED;**
- 9. CONSOLIDATE REPORTS PER RMDC DIRECTIVES;**
- 10. CONSOLIDATE PPMP FROM ALL UNITS OF THE CENTER; AND**
- 11. DO 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 AIDE IV (CLERK II)**

ITEM NUMBER : OSEC-DSWDB-ADA4-640-2004  
SALARY GRADE : SG 4 / PHP 15, 586.00  
VICE : DIZON, ALVIN CHRISTIAN D.  
STATUS : PERMANENT  
PLACE OF ASSIGNMENT : CASH SECTION

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

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

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

EDUCATION : BACHELOR'S DEGREE IN FINANCIAL MANAGEMENT / BUSINESS ADMINISTRATION  
TRAINING : NONE REQUIRED  
EXPERIENCE : NONE REQUIRED  
ELIGIBILITY : CAREER SERVICE (SUBPROFESSIONAL) / FIRST LEVEL ELIGIBILITY



## **JOB SUMMARY**

UNDER GENERAL SUPERVISION AND FOLLOWING DETAILED RULES AND PROCEDURE, PERFORMS SIMPLEST, ROUTINE PROFESSIONAL WORK.

## **DUTIES AND RESPONSIBILITIES**

1. **ASSISTS AND FACILITATES THE INCOMING/OUTGOING DOCUMENTS;**
2. **DRAFTS/PREPARES GENERIC SIMPLE MEMORANDUM/OFFICIAL COMMUNICATION FOR THE DEPARTMENT;**
3. **PROVIDES ADMINISTRATIVE SUPPORT BY RECEIVING AND MAKING PHONE CALLS AND ATTENDING TO CLIENTS' NEEDS; AND**
4. **ACTS AS SUPPORT STAFF DURING TRAINING AND CONDUCTS ADMINISTRATIVE/OFFICE-RELATED ACTIVITIES.**

## 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 AIDE IV (CLERK II)**

ITEM NUMBER : OSEC-DSWDB-ADA4-631-2004  
SALARY GRADE : SG 4 / PHP 15, 586.00  
VICE : ALBA, MA. CHERRY JULIE A.  
STATUS : PERMANENT  
PLACE OF ASSIGNMENT : HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT  
DIVISION

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

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

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

EDUCATION : BACHELOR'S DEGREE IN OFFICE ADMINISTRATION OR  
BUSINESS ADMINISTRATION  
TRAINING : EIGHT (8) HOURS OF RELEVANT TRAINING  
EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : CAREER SERVICE (SUBPROFESSIONAL) /  
FIRST LEVEL ELIGIBILITY

## **JOB SUMMARY**

**UNDER GENERAL SUPERVISION AND FOLLOWING DETAILED RULES AND PROCEDURES, PERFORMS THE SIMPLEST, ROUTINE PROFESSIONAL WORK.**

## **DUTIES AND RESPONSIBILITIES**

1. ACT AS A SECRETARIAT DURING TRAININGS/MEETINGS/GENERAL ASSEMBLY OF THE DIVISION;
2. ACKNOWLEDGE HRMDD SECTION HEADS' MONTHLY REPORT RE: TURNAROUND DOCUMENTS;
3. ACKNOWLEDGE AND CONSOLIDATE HRMDD SECTIONS' MONTHLY REPORT RE: FEEDBACK MECHANISM;
4. REPORT ON HRMDD MODIFIED DISBURMENT PLAN (MDP), WORK FINANCIAL PLAN (WFP) & PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) IMPLEMENTATION EVERY QUARTER;
5. RECORDS OF INCOMING AND OUTGOING OF ALL TYPES OF COMMUNICATIONS AND DOCUMENTS AND KEEP TRACKING RECORDS OF THE SAME;
6. PREPARE AND SUBMIT PURCHASE REQUEST;
7. FACILITATE OF VOUCHERS FOR PAYMENTS SUCH AS FOOD AND VENUE FOR ACTIVITIES;
8. DRAFT MEMO FOR THE UNITS/STAFF AND OTHER RELATED CORRESPONDENCE;
9. ANSWER TELEPHONE CALLS AND REFER SAID CALL TO CONCERNED STAFF;
10. CONSOLIDATE MANCOM AND RMDC UPDATES OF THE DIVISION;
11. ACKNOWLEDGE AND CONSOLIDATE HRMDD SECTIONS' (HRPPMS/PAS/LDS/HRWS) MONTHLY WFP/MDP/PPMP IMPLEMENTATION REPORT;
12. UPDATING OF CALENDAR OF ACTIVITIES;
13. MANAGEMENT OF HRMDD EMAIL; AND
14. PERFORM ANY-RELATED TASKS ASSIGNED BY THE IMMEDIATE 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)	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 NUTRITIONIST DIETITIAN I**

**ITEM NUMBER** : FONCR-CONTRACTUAL-ND1-000163  
**SALARY GRADE** : SG 11 / PHP 27, 000.00  
**VICE** : OLIVA, LOREN MAY R.  
**STATUS** : CONTRACTUAL  
**PLACE OF ASSIGNMENT** : GOLDEN RECEPTION AND ACTION CENTER FOR  
ELDERLY AND OTHER SPECIAL CASES

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

**EDUCATION** : BACHELOR'S DEGREE MAJOR IN NUTRITION, DIETETICS  
OR COMMUNITY NUTRITION  
**TRAINING** : NONE REQUIRED  
**EXPERIENCE** : NONE REQUIRED  
**ELIGIBILITY** : RA 1080 (NUTRITION DIETITIAN)



## **JOB SUMMARY**

UNDER GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER IV AND MEDICAL OFFICER III AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT, PERFORMS SOMEWHAT DIFFICULT, RESPONSIBLE PROFESSIONAL WORK REQUIRING TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE OF A SPECIAL SUBJECT MATTER.

## **DUTIES AND RESPONSIBILITIES**

1. FACILITATES DISTRIBUTION OF MEALS TO RESIDENTS AND OBSERVES RECOMMENDED DIETARY AND NUTRIENTS SCHEDULES.
2. PROVIDES GUIDANCE ON THE DEVELOPMENT OF HEALTHY EATING HABITS TO ENSURE THAT DIETARY REQUIREMENTS OF THE SENIOR CITIZENS ARE MET
3. ESTIMATES AND PREPARES DOCUMENTS FOR PURCHASES OF FOOD SUPPLIES AND EQUIPMENT, (PROPOSALS, PURCHASE ORDERS, PURCHASE REQUESTS); RECEIVING, CHECKING AND TAKING INVENTORIES OF FOOD SUPPLIES
4. PREPARES DAILY MEAL PATTERNS THAT COMBINES FOOD HABITS WITH REMEDIAL NEEDS OF CLIENTS AND KEEPS RESPONSES AND PROGRESS TO NEW DIETS.
5. PROMOTES BETTER NUTRITION BY EDUCATING RESIDENT AND STAFF ABOUT DIET, NUTRITION, AND THE RELATIONSHIP BETWEEN GOOD EATING HABITS AND PREVENTING OR MANAGING SPECIFIC DISEASES THROUGH CONDUCT OF TECHNICAL LEARNING SESSIONS AND/OR DISTRIBUTION OF IEC MATERIALS.
6. LEADS NUTRITION RELATED ACTIVITIES TO ENCOURAGE PREVENTION AND HEALTH PROMOTION IN RCFS.
7. SUPERVISE THE OVER-ALL OPERATIONS OF THE DIETARY SERVICE INCLUDING THE STAFF UNDER SAID SERVICE.

**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 AIDE IV (DRIVER II)

ITEM NUMBER : FONCR-CASUAL-AAIV-000001  
SALARY GRADE : SG 4 / PHP 15, 586.00  
VICE : BAVOR, ROMEL D.  
STATUS : CASUAL  
PLACE OF ASSIGNMENT : GENERAL SERVICES SECTION

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : ELEMENTARY SCHOOL GRADUATE  
TRAINING : NONE REQUIRED  
EXPERIENCE : NONE REQUIRED  
ELIGIBILITY : PROFESSIONAL DRIVER'S LICENSE

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : PREFERABLY HIGH SCHOOL GRADUATE  
TRAINING : NONE REQUIRED  
EXPERIENCE : MUST HAVE AT LEAST FIVE (5) YEARS OF EXPERIENCE  
AS PROFESSIONAL DRIVER  
ELIGIBILITY : PROFESSIONAL DRIVER'S LICENSE  
WITH RESTRICTION CODE: 2

## **JOB SUMMARY**

UNDER GENERAL SUPERVISION AND FOLLOWING DETAILED RULES AND PROCEDURES, PERFORMS THE SIMPLEST, ROUTINE PROFESSIONAL DRIVING WORK.

## **DUTIES AND RESPONSIBILITIES**

1. CONDUCT BLOWBAGETS (BATTERY, LIGHT, OIL, WATER, BRAKE, AIR, GAS, ENGINE, TIRE AND SELF) PROCEDURE ON THE ASSIGNED VEHICLE;
2. FILL UP DRIVER TRIP TICKET AND SUBMIT THE SAME ON A WEEKLY BASIS;
3. FACILITATE WEEKLY PREVENTIVE MAINTENANCE SERVICE ON THE ASSIGNED VEHICLE;
4. PERFORM DAILY VEHICLE CHECKLIST/INVENTORY AS APPLICABLE JOINTLY CONDUCTED WITH THE SECURITY GUARD-ON-DUTY;
5. ACCOMPLISH VEHICLE REPAIR MAINTENANCE REQUEST FORM SHOULD THERE BE ANY COMPONENT OR PART THAT NEEDS TO BE REPAIRED OR REPLACED;
6. REPORT ANY VEHICULAR ACCIDENT, BREAKDOWN OR EMERGENCY AND, IF REQUIRED, SECURE POLICE REPORT AND SUBMIT NARRATIVE REPORT ON THE INCIDENT;
7. COMPLY WITH ALL OTHER POLICIES, GUIDELINES, PROCEDURES AND REMINDERS TO DRIVERS ON THE PROPER USE, MAINTENANCE AND SECURITY OF VEHICLES;
8. OBSERVE ROAD DISCIPLINE AND TRAFFIC RULES INCLUDING ROAD COURTESY, PROPER DRIVING HABITS AND CAREFUL/DEFENSIVE DRIVING;
9. MAINTAIN THE DAILY CLEANLINESS, CARE AND MAINTENANCE OF ASSIGNED VEHICLE;
10. RENDER SERVICES WHETHER REGULAR OR OVERTIME, AS NEEDED DURING DISASTERS, EMERGENCIES OR OTHER EXIGENCIES OF THE SERVICE;
11. PREPARES AND SUBMIT INDIVIDUAL PERFORMANCE CONTRACT REPORT (IPCR);
12. SUBMIT TRAVEL REPORTS AND LIQUIDATION REPORTS;
13. PERFORMS OTHER FUNCTIONS AS MAY BE ASSIGNED BY IMMEDIATE SUPERVISORS FROM TIME TO TIME.



**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 : FONCR-CONTRACTUAL-HP1-000033  
SALARY GRADE : SG 4 / PHP 15, 586.00  
VICE : DE GUZMAN, ANNA LIZA J.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT : HAVEN 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 KNOWLEDGE ON CAREGIVING, HOUSEKEEPING OR  
OTHER RELATED COURSE  
TRAINING : NONE REQUIRED  
EXPERIENCE : AT LEAST ONE (1) YEAR EXPERIENCE IN CAREGIVING,  
TEACHING, HOUSEKEEPING AND WITH SKILLS  
IN TEACHING MORAL VALUES TO CHILDREN  
ELIGIBILITY : NONE REQUIRED



## **JOB SUMMARY**

WORKS UNDER GENERAL SUPERVISION AND FOLLOWING DETAILED RULES AND PROCEDURES, PERFORMS THE SIMPLEST ROUTINE PROFESSIONAL WORK IN CAREGIVING AND HOUSEKEEPING.

## **DUTIES AND RESPONSIBILITIES**

1. CONDUCTS ROUTINE ACTIVITIES, INSPECTION OF RESIDENTS UNDER CARE, COTTAGE AND SURROUNDINGS.
2. PERFORMS PREVENTIVE MAINTENANCE AND BASIC REPAIRS AND MAINTENANCE OF COTTAGES.
3. OVERSEES REPAIRS WHEN PROFESSIONAL REPAIRS ARE NECESSARY.
4. MAINTAINS INVENTORY OF SUPPLIES OF RESIDENTS UNDER CARE.
5. PREPARES SERVICE PLANS, PROGRESS REPORTS ON REPAIRS AND ACCOMPLISHMENTS BASED ON PLANS.
6. PREPARES OBSERVATION AND BEHAVIORAL REPORTS OF RESIDENTS.
7. PERFORMS OTHER DELEGATED TASKS.

**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 : FONCR-CONTRACTUAL-HP1-000245  
SALARY GRADE : SG 4 / PHP 15, 586.00  
VICE : TESORERO, MARVIN A.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT : GOLDEN RECEPTION AND ACTION CENTER FOR  
ELDERLY AND OTHER SPECIAL CASES

### CSC – PRESCRIBED QUALIFICATION STANDARD

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

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : WITH KNOWLEDGE IN HOMELIFE SERVICE /  
CAREGIVING COURSE  
TRAINING : NONE REQUIRED  
EXPERIENCE : AT LEAST ONE (1) YEAR EXPERIENCE ALONG  
PROVISION OF HOMELIFE SERVICE AND CAREGIVING  
ELIGIBILITY : NONE REQUIRED

## **JOB SUMMARY**

**UNDER GENERAL SUPERVISION AND FOLLOWING DETAILED RULES AND PROCEDURES, PERFORMS THE SIMPLEST, ROUTINE PROFESSIONAL WORK.**

## **DUTIES AND RESPONSIBILITIES**

- 1. ENSURE CARE AND PROTECTION TO RESIDENTS IN THE COTTAGE;**
- 2. OVERSEES CLEANLINESS AND ORDERLINESS IN THE COTTAGE;**
- 3. PREPARES SERVICE PLANS, PROGRESS REPORTS, ADL AND ACCOMPLISHMENTS BASED ON PLANS; AND**
- 4. PERFORM OTHER RELATED TASKS.**



**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 PSYCHOLOGIST III

ITEM NUMBER : FONCR-CONTRACTUAL-PSY3-000187  
SALARY GRADE : SG 18 / PHP 46, 725.00  
VICE : NEWLY CREATED CY 2019  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT : NATIONAL VOCATIONAL REHABILITATION CENTER

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : MASTER'S DEGREE IN PSYCHOLOGY  
TRAINING : 16 HOURS OF RELEVANT TRAINING ON THE DELIVERY OF PSYCHOLOGICAL SERVICES WHICH INCLUDE PSYCHOLOGICAL INTERVENTIONS, PSYCHOLOGICAL ASSESSMENT AND PSYCHOLOGICAL PROGRAMS  
EXPERIENCE : 2 YEARS OF RELEVANT EXPERIENCE INVOLVING THE DELIVERY OF PSYCHOLOGICAL SERVICES  
ELIGIBILITY : RA 10029 (PSYCHOLOGIST)

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : MASTER'S DEGREE IN PSYCHOLOGY  
TRAINING : WITH AT LEAST 24 RELEVANT TRAINING HOURS ON THE DELIVERY OF PSYCHOLOGICAL SERVICES WHICH INCLUDE PSYCHOLOGICAL INTERVENTIONS, PSYCHOLOGICAL ASSESSMENT, AND PSYCHOLOGICAL PROGRAMS  
EXPERIENCE : AT LEAST 3 YEARS OF RELEVANT EXPERIENCE INVOLVING THE DELIVERY OF PSYCHOLOGICAL SERVICES  
ELIGIBILITY : RA 10029 (PSYCHOLOGIST)



## **JOB SUMMARY**

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

## **DUTIES AND RESPONSIBILITIES**

1. SUPERVISES STAFF UNDER THE PSYCHOLOGICAL AND VOCATIONAL GUIDANCE SERVICE OF THE CENTER.
2. ADMINISTERS AND EVALUATES PSYCHOLOGICAL TESTS AS BASIS OF DIAGNOSIS, REFERRAL TO OTHER SERVICES AND FORMULATION OF PSYCHOLOGICAL INTERVENTION FOR CLIENTS.
3. 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.
4. COLLABORATES WITH OTHER DISCIPLINES (E.G. MEDICAL, SOCIAL AND PRODUCTIVITY SERVICE) TO ENSURE IMPLEMENTATION OF REHABILITATION PLANS FOR CLIENTS.
5. DEVELOPS AND EVALUATE PSYCHOLOGICAL INTERVENTION PLAN TO IMPROVE CLIENTS' PSYCHOLOGICAL WELL-BEING AS PART OF THE REHABILITATION PLAN
6. COUNSEL CLIENTS AND STAFF WHEN NEEDED
7. PRESENTS PSYCHOLOGICAL DIAGNOSIS DURING CASE CONFERENCE TO MONITOR THE DEVELOPMENT OF THE CASE AND FORMULATION OF REHABILITATION PLAN.
8. RECOMMENDS THE FORMULATION OR MODIFICATION OF POLICIES AND PROCEDURES RELATIVE TO PSYCHOLOGICAL SERVICES TO ENSURE QUALITY AND EFFECTIVENESS.
9. SUPERVISES AND PROVIDES TECHNICAL KNOWLEDGE TO INTERNS PLACED IN THE RESIDENTIAL CARE FACILITIES TO EQUIP THEM WITH QUALITY HANDS-ON TRAINING IN PROVIDING PSYCHOLOGICAL SERVICE.
10. MONITORS AND PURCHASES PSYCHOLOGICAL TEST MATERIALS FOR THE CONSUMPTION OF CLIENTS IN THE CENTER TO ENSURE ACCURACY DURING EVALUATION.
11. 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 (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 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.*