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**VACANCIES AS OF APRIL 18, 2023**





## 9 PROJECT DEVELOPMENT OFFICER II (CITY LINK)

ITEM NUMBER : FONCR-PCONTRACTUAL-PDO2-000231  
FONCR-PCONTRACTUAL-PDO2-000607  
FONCR-PCONTRACTUAL-PDO2-000537  
FONCR-PCONTRACTUAL-PDO2-000575  
FONCR-PCONTRACTUAL-PDO2-000471  
FONCR-PCONTRACTUAL-PDO2-000606  
FONCR-PCONTRACTUAL-PDO2-000618  
FONCR-PCONTRACTUAL-PDO2-000622  
FONCR-PCONTRACTUAL-PDO2-000282

SALARY GRADE : SG 15 / PHP 36,619.00

VICE : PIAMONTE, JACQUELINE M. / NARVAS,  
KRISTOFFER KERVIN B. / TUPLANO, LOLITO M.  
JR. / NEWLY-CREATED POSITION

STATUS : CONTRACTUAL

PLACE OF ASSIGNMENT : OPERATIONS OFFICE 1 (MANILA) /  
OPERATIONS OFFICE 2 (MANILA) / OPERATIONS  
OFFICE 3 (CALOOCAN NORTH/ SOUTH) / OPERATIONS  
OFFICE 6 (NAVOTAS) / OPERATIONS OFFICE 7 (PASIG &  
MARIKINA) / OPERATIONS OFFICE 9 (PASAY)

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE RELEVANT TO THE JOB

TRAINING : 4 HOURS OF RELEVANT TRAINING

EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE

ELIGIBILITY : NONE REQUIRED

### PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK OR  
ANY ALLIED SOCIAL SCIENCE

TRAINING : 4 HOURS OF RELEVANT TRAINING

EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE

ELIGIBILITY : RA 1080 OR CS PROFESSIONAL (OPTIONAL)



## JOB SUMMARY

THE PROJECT DEVELOPMENT OFFICER II (CITY LINK) SHALL ADMINISTER THE SYSTEMS AND PROCESSES FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM IN COORDINATION WITH ALL STAKEHOLDERS (PARTNERS AND BENEFICIARIES), ENSURING THAT ALL UNITS ARE ORGANIZED AND ALL SYSTEMS ARE FUNCTIONING AT THE MUNICIPAL LEVEL IN ACCORDANCE WITH APPROVED WORK AND FINANCIAL PLAN AND STANDARD PROCEDURES OF THE PROGRAM.

## DUTIES AND RESPONSIBILITIES

1. MAINTAIN AND MONITOR CITY/MUNICIPAL CASELOADS AS FOLLOWS:
  - ✓ TOTAL REGISTRATION AND ENROLLMENT – IDs, OATH OF COMMITMENT & LBP FORMS;
  - ✓ NO. OF HOUSEHOLDS (HHs) WITH CASH CARDS;
  - ✓ UPDATED LIST OF HEALTH CENTERS AND HEALTH STATIONS;
  - ✓ NO. OF PARENT LEADERS;
  - ✓ NO. OF HHs PROVIDED WITH OTHER SUPPORT PROGRAMS AND SERVICES;
  - ✓ NO. OF HHs SUBJECTED TO CASE MANAGEMENT INTERVENTION;
  - ✓ NO. OF HHs ADMINISTERED WITH SWDI;
  - ✓ NO. OF HHs FOR GRADUATION;
  - ✓ NO. OF HHs OF ORGANIZED PARENT GROUPS;
  - ✓ NO. OF HHs FOR WAIVE, DELISTING AND/OR GRADUATION;
2. FACILITATE CONDUCT OF COMMUNITY DEVELOPMENT ACTIVITIES IN COORDINATION WITH THE MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE AND OTHER KEY STAKEHOLDERS.
3. FACILITATE, REVIEW, AND MONITOR SUBMISSION OF COMPLAINTS AND GRIEVANCES THROUGH LGU LINKS AND PARENT LEADERS AND OTHER MEMBERS OF THE COMMUNITY.
4. PREPARE SUPPLY SIDE ASSESSMENT RESULTS TO LGU AND PARTNERS.
5. SERVE AS SECRETARIAT TO THE MUNICIPAL ADVISORY COMMITTEE.
6. PREPARE AND SUBMIT RECORDS.
7. PREPARE CASE SUMMARY REPORTS OF HOUSEHOLDS WITH DYSFUNCTIONAL FAMILIES AND OR/WHOSE HHs MEMBERS ARE IN DIFFICULT CIRCUMSTANCES AND OTHER PANTAWID ADMIN AND SYSTEM RELATED REPORTS AND SUBMIT TO SWO III FOR REVIEW, INPUTS, AND TECHNICAL ASSISTANCE.

**DSWD**

Department of Social Welfare and Development

**DSWD NCR**Building Hope, Empowering People  
in Every Part of the Nation

8. CONDUCT SWDI ENUMERATOR/VALIDATION AS ASSIGNED BY THE IMMEDIATE SUPERVISOR IN A YEAR.
9. CONDUCT INTERVIEWS, HOME VISITS, FIELD VISITATION, COUNSELING, AND CASE MANAGEMENT OF THE BENEFICIARIES OF THE PROGRAM (FROM THE DUTIES OF SWO III).
10. PERFORM OTHER RELATED TASKS THAT MAY BE ASSIGNED RELATED TO THE PROGRAM.

### 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%**.

#BawatBuhayMahalagaSaDSWD

#MayPusoAtRamdamAngSerbisyo

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### **3 PROJECT DEVELOPMENT OFFICER II (CITY LINK-COMMUNITY ORGANIZER)**

ITEM NUMBER : FONCR-PCONTRACTUAL-PDO2-000600  
FONCR-PCONTRACTUAL-PDO2-000549  
FONCR-PCONTRACTUAL-PDO2-000570  
SALARY GRADE : SG 15 / PHP 36,619.00  
VICE : VEÑEGAS, DOLLY A. / NEWLY-CREATED  
POSITION  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT: RPMO

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

EDUCATION : BACHELOR'S DEGREE RELEVANT TO  
THE JOB  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : NONE REQUIRED

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

EDUCATION : BACHELOR'S DEGREE IN SOCIAL  
WORK OR ALLIED SOCIAL SCIENCE  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : RA 1080 OR CS PROFESSIONAL  
(OPTIONAL)

#### **JOB SUMMARY**

THE PROJECT DEVELOPMENT OFFICER II (CITY LINK –  
COMMUNITY ORGANIZER) SHALL ORGANIZE AND MOBILIZE  
MEMBERS OF THE PROGRAM FOR SOCIAL DEVELOPMENT  
ACTIVITIES.



## **DUTIES AND RESPONSIBILITIES**

1. INTEGRATE WITH THE TARGET COMMUNITY/IES TO UNDERSTAND AND GAIN ACCEPTABLE USING PARTICIPATORY PROCESSES TO IDENTIFY THEIR NEEDS, PROBLEMS, CAPABILITIES, AND ASPIRATIONS.
2. CONDUCT COMMUNITY STUDY AND ACCOMPLISHES PROFILES, SPOT MAP, ETC. IN THE CONTEXT OF PANTAWID PAMILYANG PILIPINO PROGRAM AND ESTABLISHES BASELINE DATA AS PART OF THE MONITORING AND EVALUATION SYSTEM.
3. CONDUCT RAPID APPRAISAL OF EXISTING PEOPLE'S ORGANIZATIONS IN THE COMMUNITY AS BASIS FOR POSSIBLE ENGAGEMENT.
4. COORDINATE AND FACILITATE SUPPORT OF STAKEHOLDERS TO PANTAWID PAMILYANG PILIPINO PROGRAM ACTIVITIES AROUND COMMUNITY/LGU PROPERTIES.
5. LOBBY CONCERNS TO DIFFERENT AGENCIES FOR SUPPORT OF STAKEHOLDERS TO PANTAWID PAMILYANG PILIPINO PROGRAM ORGANIZATIONAL BUILDING.
6. ASSIST AND MONITOR LAC FUNCTIONALITY AND TO OTHER NEEDED INSTITUTIONAL ARRANGEMENTS.
7. ESTABLISH LINKAGES FOR MOBILIZATION OF RESOURCES OF THE CONDUCT OF ACTIVITIES.
8. ORGANIZE AND MOBILIZE MEMBERS OF THE PROGRAM FOR SOCIAL DEVELOPMENT ACTIVITIES.
9. INITIATE ADVOCACY ACTIVITIES IN RELATION TO COMMUNITY ORGANIZING.
10. COORDINATE WITH CONCERNED PROGRAMS, UNITS, DIVISIONS IN THE CONDUCT OF COMMUNITY DEVELOPMENT SUCH AS ADVOCACY AND CAPACITY BUILDING MEMBERS FOR DEVELOPMENT OF PEOPLE'S ORGANIZATIONS.
11. MONITOR EXISTING COMMUNITY ORGANIZING AND/OR COMMUNITY DEVELOPMENT ACTIVITIES SUCH AS URBAN GARDENING.
12. MAINTAIN A JOURNAL AND DOCUMENT EXPERIENCES, LEARNING, GOOD PRACTICES FOR ENHANCEMENT OF PROGRAM OPERATIONS AND POLICIES WITH THE HELP OF OTHER REGIONAL STAFF.
13. MAINTAIN DIRECTORY OF STAKEHOLDERS, PEOPLE'S ORGANIZATIONS LEADERS AND OTHER SIGNIFICANT INSTITUTIONS/OFFICES IN THE ASSIGNED LGUs AND COMMUNITIES.
14. DEVELOP POTENTIAL COMMUNITY VOLUNTEERS FROM AMONGST THE MEMBERS OF THE PROGRAM IN CARRYING OUT WORK PLAN.
15. ATTEND TO MEETINGS AND GATHERINGS AS REQUIRED BY THE PROGRAM.
16. FULFILL REPORTORIAL REQUIREMENTS AS ESTABLISHED BY THE M&E SYSTEM.



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

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



## 1 PROJECT DEVELOPMENT OFFICER II (GRIEVANCE REDRESS SYSTEM)

ITEM NUMBER : FONCR-PCONTRACTUAL-PDO2-000078  
SALARY GRADE : SG 15 / PHP 36,619.00  
VICE : SIBAYAN, RUBEN P.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT : OPERATIONS OFFICE 1 (MANILA)

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE RELEVANT TO THE JOB  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : NONE REQUIRED

### PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK OR  
ANY ALLIED SOCIAL SCIENCE  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : RA 1080 OR CS PROFESSIONAL (OPTIONAL)

### JOB SUMMARY

THE PROJECT DEVELOPMENT OFFICER II (CITY LINK) SHALL ADMINISTER THE SYSTEMS AND PROCESSES FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM IN COORDINATION WITH ALL STAKEHOLDERS (PARTNERS AND BENEFICIARIES), ENSURING THAT ALL UNITS ARE ORGANIZED AND ALL SYSTEMS ARE FUNCTIONING AT THE MUNICIPAL LEVEL IN ACCORDANCE WITH APPROVED WORK AND FINANCIAL PLAN AND STANDARD PROCEDURES OF THE PROGRAM.

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## DUTIES AND RESPONSIBILITIES

1. ADVOCATE GRIEVANCE MODELS/CHANNELS.
2. ENSURE AVAILABILITY OF GRIEVANCE FORMS.
3. REVIEW AND ANALYZE GRIEVANCE REPORTS AND VERIFY.
4. MONITOR RESOLUTION OF CASES.
5. DATABASE ENCODING AND PROVISION OF RESOLUTION.
6. PROVIDE FEEDBACK TO CONCERNED PERSONNEL.
7. PROVIDE TECHNICAL ASSISTANCE TO ML'S AND CL'S.
8. DISTRIBUTE INTERVIEW FORMS TO PROVINCIAL GRIEVANCE OFFICERS.
9. COLLECT FORMS, REVIEW, AND SORT THE SAME, CHECK FOR DUPLICATE ENTRY MOD, ENCODE AND DISTRIBUTE TO APPROPRIATE OFFICE AND FEEDBACK TO PGO.
10. RECEIVE REFERRALS THRU SNAIL MAIL, EMAIL, NETWORK SITES, REPORTS AND MEDIA, REFER TO CGO, VALIDATE WITH SWO III/CL AND PROVISION OF IMMEDIATE REDNESS.
11. RECEIVE AND MONITOR REPORT THROUGH SMS.

**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%**.

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## 1 PROJECT DEVELOPMENT OFFICER II (BENEFICIARY DATA MANAGEMENT)

ITEM NUMBER : FONCR-PCONTRACTUAL-PDO2-000106  
SALARY GRADE : SG 15 / PHP 36,619.00  
VICE : ECLARINAL, ANA MARIE C.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT : OPERATIONS OFFICE 1 (MANILA)

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE RELEVANT TO THE JOB  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : NONE REQUIRED

### PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE RELEVANT TO THE JOB  
TRAINING : 4 HOURS OF RELEVANT TRAINING ALONG  
COMPUTER AND DATA MANAGEMENT  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE IN DATA  
MANAGEMENT  
ELIGIBILITY : RA 1080 OR CS PROFESSIONAL (OPTIONAL)

### JOB SUMMARY

THE PROJECT DEVELOPMENT OFFICER II (BENEFICIARY DATA MANAGEMENT) SHALL ENSURE THE RELIABILITY OF THE UPDATE SYSTEM AND THE ACCURACY AND TIMELINESS OF INFORMATION GATHERED REGARDING CASH PAYMENTS AND CONTINUED ELIGIBILITY OF HOUSEHOLD BENEFICIARIES.



## **DUTIES AND RESPONSIBILITIES**

1. SUPERVISE THE OVERALL IMPLEMENTATION OF THE NEW DIVISION IN THE CLUSTER.
2. ACT AS THE MAIN PERSON THE NPMO AND PARTNER AGENCIES SHALL TALK AND CALL WITH WHENEVER NECESSARY ABOUT THE CLUSTER'S IMPLEMENTATION, AND ENCOUNTERED ISSUES AND CONCERNS.
3. ENSURE THE USE OF THE DIVISION'S AND PANTAWID PAMILYANG PILIPINO PROGRAM'S OPERATION OM IN THE IMPLEMENTATION OF THE PROGRAM.
4. PROPOSE DEVELOPMENT AND ENHANCEMENT OF THE SOFTWARE APPLICATIONS AND FORM 5.
5. PROVISION OF TECHNICAL ASSISTANCE/COACHING TO THE CITY/MUNICIPAL (C/MLs) AND PARENT LEADERS.
6. PREPARE AND SUBMIT REPORTS TO RPMO RELATIVE TO THE STATUS AND OPERATIONAL ISSUES AND CONCERNS OF THE CLUSTER IN CONNECTION WITH THE IMPLEMENTATION OF THE PROGRAM.
7. ENCODE (IF NEEDED), REVIEW AND RECOMMEND ENCODED UPDATES BY THE FO FOR THE NPMO'S FINAL APPROVAL.
8. COORDINATE WITH THE CONCERNED C/ML IN MONITORING THE SUBMISSION OF THE LBP REGISTRATION FORMS AFTER THE COMMUNITY ASSEMBLY.
9. COLLECT FILLED-OUT BUS FORM 5 WITH SUPPORTING DOCUMENTS FROM THE C/MLs.
10. REVIEW THE FILLED OUT BUS FORM 5.
11. REVIEW THE ENCODED UPDATES.
12. MAINTAIN TRACKING RECORDS OF UPDATES RECEIVED AND SUBMITTED TO FO'S.



**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 PROJECT DEVELOPMENT OFFICER I (MONITORING AND EVALUATION)**

ITEM NUMBER : FONCR-PCONTRACTUAL-PDO1-000446  
FONCR-PCONTRACTUAL-PDO1-000079  
SALARY GRADE : SG 11 / PHP 27,000.00  
VICE : ABBAS, HASHIBA M. / BERMAS, CLARE ANN M.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT : OPERATIONS OFFICE 8 (MUNTIPARLAS) /  
OPERATIONS OFFICE 4 (QUEZON CITY)

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

EDUCATION : BACHELOR'S DEGREE RELEVANT TO THE JOB  
TRAINING : NONE REQUIRED  
EXPERIENCE : NONE REQUIRED  
ELIGIBILITY : NONE REQUIRED

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

EDUCATION : BACHELOR'S DEGREE RELEVANT TO THE JOB  
TRAINING : NONE REQUIRED  
EXPERIENCE : NONE REQUIRED  
ELIGIBILITY : RA 1080 OR CS PROFESSIONAL (OPTIONAL)

### **JOB SUMMARY**

THE PROJECT DEVELOPMENT OFFICER I (MONITORING AND EVALUATION) SHALL FACILITATE THE CONSOLIDATION AND PREPARATION OF REGULAR PROVINCIAL ACCOMPLISHMENT OF PANTAWID PAMILYANG PILIPINOM PROGRAM AS WELL AS PROVISION OF INPUT, TECHNICAL SUPPORT AND CONDUCT OF MONITORING AT THE MUNICIPAL LEVEL IN ACCORDANCE WITH APPROVED WORK AND FINANCIAL PLAN AND STANDARD PROCEDURES OF THE PROGRAM.

### **DUTIES AND RESPONSIBILITIES**

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1. CONSOLIDATE AND PREPARE QUARTERLY, SEMESTRAL, AND ANNUAL PROVINCIAL ACCOMPLISHMENT REPORT.
2. PROVIDE INPUTS IN THE PREPARATION OF THE REGIONAL WORK AND FINANCIAL PLAN.
3. PROVIDE TECHNICAL SUPPORT IN THE IMPLEMENTATION/CONDUCT OF SPOT CHECKS, IMPACT EVALUATION AND OTHER RESEARCH ACTIVITIES.
4. RENDER TECHNICAL ASSISTANCE TO PROVINCIAL MONITORING AND EVALUATION OFFICERS RELATIVE TO PREPARATION OF TECHNICAL REPORTS.
5. CONDUCT FIELD MONITORING AS REQUIRED BY THE REGIONAL DIRECTOR.
6. SUBMIT PERIODIC AND SPECIAL REPORTS AS NEEDED.
7. RECOMMEND POLICIES AND/OR STRATEGIES PERTAINING TO PLANNING, MONITORING, AND EVALUATION, AND RESEARCH AS NEEDED.
8. PARTICIPATE IN THE CONDUCT OF REGIONAL PERFORMANCE AND EVALUATION WORKSHOP (PREW). REVIEW

**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 ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER)

ITEM NUMBER : FONCR-PCONTRACTUAL-ADAS3-000382  
SALARY GRADE : SG 9 / PHP 21,211.00  
VICE : VILLANUEVA, MARK BRYAN V.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT : OPERATIONS OFFICE 5 (QUEZON CITY)

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : COMPLETION OF TWO-YEARS STUDIES IN COLLEGE  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : NONE REQUIRED

### PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN BUSINESS-RELATED COURSES  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : RA 1080 OR CS SUB-PROFESSIONAL (OPTIONAL)

### JOB SUMMARY

THE ADMINISTRATIVE ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER) SHALL BE IN CHARGE OF THE MONITORING AND REPORTING OF THE CONDITIONAL CASH TRANSFER (CCT) GRANTS AND ASSIST IN THE ACTUAL PAYMENT OF OVER-THE-COUNTER (OTC) PAYMENTS.

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## DUTIES AND RESPONSIBILITIES

1. ASSIST IN REVIEWING AND MONITORING LBP FORMS FOR ENROLLMENT OF NEW ACCOUNT OPENINGS TO HOUSEHOLD BENEFICIARIES UNDER APPROVED CHANGE GRANTEE/TOR WITH ASSIGNED FILLING FORMS OF ENDORSEMENT TO DESIGNATED 37 LBP FORMS.
2. UPDATE AND POSTING OF DATA IN THE PAYMENT RECONCILIATION SYSTEM.
3. MONITOR AND UPDATE OF GAD AND IP BULLETIN BOARDS.
4. MONITOR UNIT ISSUED AND DISPOSED IT AND NON-IT EQUIPMENT WITH A MONTHLY INVENTORY AND DISPOSAL REPORT.
5. MONITOR OF UNIT ISSUED AND UNISSUED OFFICE SUPPLIES WITH A MONTHLY SALARY INVENTORY AND DISPOSAL REPORT, THIS INCLUDES MONTHLY PREPARATION AND SUBMISSION OF THE REQUISITION ISSUANCE SLIP (RIS).
6. DIGITAZION OF PERTINENT DOCUMENTS.
7. CREATE A STABLE AND SECURE DATABASE THAT ENSURES THE MAINTAINANCE AND UTILIZATION OF SAFE AND SECURE ONLINE SYSTEMS.
8. MONITOR AND DELIVERY OF EMAILS ROUTED TO CONCERNED STAFF.
9. ASSIGNED TO THE TRANSPORTING OF INCOMING AND OUTGOING OF DOCUMENTS TO AND FROM FO-NCR.
10. ENCODE ALL INCOMING AND OUTGOING DOCUMENTS INCLUDES MONTHLY SUBMISSION OF A TRACKING REPORT.



**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%**.



## 7 SOCIAL WELFARE ASSISTANT

ITEM NUMBER : FONCR-PCONTRACTUAL-SOCWAS-000312  
FONCR-PCONTRACTUAL-SOCWAS-000698  
FONCR-PCONTRACTUAL-SOCWAS-000683  
FONCR-PCONTRACTUAL-SOCWAS-000411  
FONCR-PCONTRACTUAL-SOCWAS-000734  
FONCR-PCONTRACTUAL-SOCWAS-000319  
FONCR-PCONTRACTUAL-SOCWAS-000653

SALARY GRADE : SG 8 / PHP 19,744.00

VICE : ABATAYO, HELEN G. / CANDIDO, JEROME A. /  
CLAROS, PAUL P. / LEABRES, ERICA MARIE C. /  
SERENEO, JEZZA T. / TOGONON, RINA N. /  
VAJE, RONALYN C.

STATUS : CONTRACTUAL

PLACE OF ASSIGNMENT : OPERATIONS OFFICE 2 (MANILA) /  
OPERATIONS OFFICE 4 (QUEZON CITY) /  
OPERATIONS OFFICE 4 (VALENZUELA) /  
OPERATIONS OFFICE 8 (MUNTINLUPA & LAS  
PIÑAS) / OPERATIONS OFFICE 9 (MAKATI)

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : COMPLETION OF TWO-YEARS STUDIES IN  
COLLEGE

TRAINING : 4 HOURS OF RELEVANT TRAINING

EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE

ELIGIBILITY : NONE REQUIRED

### PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : COMPLETION OF TWO-YEARS STUDIES IN  
COLLEGE

TRAINING : 4 HOURS OF RELEVANT TRAINING

EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE

ELIGIBILITY : RA 1080 OR CS SUB-PROFESSIONAL  
(OPTIONAL)



## **JOB SUMMARY**

THE SOCIAL WELFARE ASSISTANT SHALL ASSIST THE PROJECT DEVELOPMENT OFFICER II IN THE IMPLEMENTATION OF THE PROGRAMS AND SERVICES AND DOES OTHER RELATED TASKS.

## **DUTIES AND RESPONSIBILITIES**

1. ASSIST IN THE CONDUCT OF COMMUNITY/GROUP ASSEMBLY AND REGISTRATION.
2. FOLLOW-UP IN THE INTERVENTION SUPPORT TO HOUSEHOLDS AND IN COMPLIANCE MONITORING.
3. CONDUCT FOLLOW-UP VISITS TO ENSURE COMPLIANCE OF FAMILIES TO HEALTH AND EDUCATION CONDITIONALITIES.
4. PROVIDE LOGISTICAL SUPPORT IN THE CONDUCT OF CAPACITY BUILDING ACTIVITIES FOR THE BENEFICIARIES SUCH AS FAMILY LIFE EDUCATION AND COUNSELING, PARENTING EDUCATION, YOUTH VALUE FORMATION AND OTHER FAMILY DEVELOPMENT/ENRICHMENT PROGRAMS/ACTIVITIES.
5. ASSIST THE SOCIAL/CASE WORKER/COMMUNITY FACILITATOR IN THE MANAGEMENT OF CASES. E.G. REFERRALS AND COORDINATION IN THE BARANGAYS.
6. ASSIST IN ENCODING UPDATES OR PROGRESS OF HOUSEHOLD BENEFICIARIES IN THE DATABASE.
7. DOCUMENT THE SCHEDULED COMMUNITY LEARNING ACTIVITIES/CFDS.
8. PERFORM OTHER RELATED TASKS AS MAY BE ASSIGNED.



**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 ASSISTANT (ASSISTANT AREA MONITORING AND EVALUATION)**

ITEM NUMBER : FONCR-PCONTRACTUAL-SOCWAS-000744  
FONCR-PCONTRACTUAL- SOCWAS-000445  
SALARY GRADE : SG 8 / PHP 19,744.00  
VICE : NUADA, RENALYN B. / DE GUZMAN, NIKE T.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT : OPERATIONS OFFICE 1 (MANILA) /  
OPERATIONS OFFICE 9 (SAN JUAN)

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

EDUCATION : COMPLETION OF TWO-YEARS STUDIES IN  
COLLEGE  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : NONE REQUIRED

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

EDUCATION : COMPLETION OF TWO-YEARS STUDIES IN  
COLLEGE  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : RA 1080 OR CS SUB-PROFESSIONAL  
(OPTIONAL)

### **JOB SUMMARY**

THE SOCIAL WELFARE ASSISTANT (ASSISTANT AREA MONITORING AND EVALUATION) SHALL ASSIST THE PROJECT DEVELOPMENT OFFICER I (MONITORING AND EVALUATION) IN THE PREPARATION OF REPORTORIAL REQUIREMENTS OF THE OPERATIONS OFFICE.



## DUTIES AND RESPONSIBILITIES

1. SUPPORTS THE PROJECT DEVELOPMENT OFFICER I (MONITORING AND EVALUATION) ON THE PREPARATION OF REPORTORIAL REQUIREMENTS OF THE OPERATIONS OFFICE.
2. ASSIST IN THE CONDUCT OF SPOT CHECKS, IMPACT EVALUATION, AND OTHER RESEARCH ACTIVITIES.
3. ASSIST PROJECT DEVELOPMENT OFFICER I (MONITORING AND EVALUATION) IN UPDATING THE DATABANK OF THE OPERATIONS OFFICE.
4. AIDS IN THE PREPARATION AND SUBMISSION OF PERIODIC AND SPECIAL REPORTS.
5. PARTICIPATE AND SUPPORT IN THE CONDUCT OF REGIONAL PREW.

**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 PROJECT DEVELOPMENT OFFICER III (CASE MANAGEMENT FOCAL PERSON)

ITEM NUMBER : FONCR-PCOS-PDO3-000603  
SALARY GRADE : SG 18 / PHP 46,725.00  
VICE : LADICA, PAUL ALLEN B.  
STATUS : CONTRACT OF SERVICE  
PLACE OF ASSIGNMENT : RPMO

## CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK  
TRAINING : 8 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 2 YEARS OF RELEVANT EXPERIENCE  
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

## PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK  
TRAINING : 8 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 2 YEARS OF RELEVANT EXPERIENCE  
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

## JOB SUMMARY

THE PROJECT DEVELOPMENT OFFICER III (CASE MANAGEMENT FOCAL PERSON) SHALL OVERSEE THE OVER-ALL CASE MANAGEMENT ACTIVITIES IN COORDINATION WITH THE 10 SOCIAL WELFARE OFFICER III OF THE 10 PANTAWID PAMILYANG PILIPINO PROGRAM OPERATIONS OFFICE (IN THE ABSENCE OF A SWO III, HE/SHE IS EXPECTED TO COORDINATE WITH THE AREA COORDINATOR.



## **DUTIES AND RESPONSIBILITIES**

1. OVERSEE THE OVER-ALL CASE MANAGEMENT ACTIVITIES IN COORDINATION WITH THE 10 SOCIAL WELFARE OFFICER III OF THE 10 PANTAWID PAMILYANG PILIPINO PROGRAM OPERATIONS OFFICE (IN THE ABSENCE OF A SWO III, HE/SHE IS EXPECTED TO COORDINATE WITH THE AREA COORDINATOR.
2. PROVIDE TECHNICAL ASSISTANCE ON THE IDEOLOGIES, PERSPECTIVES, PROCESSES, FRAMEWORK, APPROACHES AND MODELS AND ITS CONTEXTUALIZATION IN THE IMPLEMENTATION OF 4Ps in NCR.
3. PROVIDE TECHNICAL EXPERTISE DURING THE CONDUCT OF CASE CONFERENCES FROM THE REGIONAL PROGRAM MANAGEMENT OFFICE TO THE 10 PROGRAM OPERATION'S OFFICE.
4. PROVIDE TECHNICAL ASSISTANCE IN REFERENCE TO THE E-CASE MANAGEMENT DATABASE AS INITIATED BY THE PANTAWID-NPMO.
5. ACT AS THE SECRETARIAT OF THE REGIONAL CASE MANAGEMENT TEAM AND ENSURE THAT ALL AGREEMENTS ARE CARRIED OUT AND IMPLEMENTED.
6. CONSOLIDATE AND ANALYZE QUARTERLY SPECIAL CASE INVENTORY TO BE SUBMITTED BY THE SWO III OF THE OPERATIONS OFFICES, AND TO PREPARE AND SUBMIT THE CONSOLIDATED REPORT TO THE MANAGEMENT.
7. INNOVATE AND STRATEGICALLY DEVISE CASE MANAGEMENT TOOLS, TEMPLATES, AND PROCESSES FLOW IN THE PROVISION OF A HIGH-QUALITY YET PROMPT RESPONSE TO CASES.
8. COORDINATE TO NPMO AND FO SPECIALISTS WITH REGARDS TO CONCERNS ON CASE MANAGEMENT.
9. PROPOSE POLICIES AND GUIDELINES RELATED TO 4Ps CASE MANAGEMENT WHICH CAN BE USED AS A BASIS FOR THE ENHANCEMENT OF THE IMPLEMENTATION OF THE PROGRAM IN THE REGION.
10. CONCEPTUALIZE AND INITIATE CASE MANAGEMENT CAPABILITY BUILDING ACTIVITIES IN COORDINATION WITH THE 4Ps CAPABILITY BUILDING UNIT.
11. PROPOSE A CASE MANAGEMENT ACTIVITIES AND PROJECTS TO BE INCLUDED IN THE 4Ps WFP.
12. PERFORM OTHER RELATED DUTIES, RESPONSIBILITIES, AND TASKS RELATED TO THE IMPLEMENTATION OF THE PROGRAM AND/OR AS DIRECTED BY THE IMMEDIATE SUPERVISOR.



# 1 TRAINING SPECIALIST I

ITEM NUMBER : FONCR-PCOS-TRNSP1-000001  
SALARY GRADE : SG 11 / PHP 27,000.00  
VICE : SAPILAN, JEMAR R.  
STATUS : CONTRACT OF SERVICE  
PLACE OF ASSIGNMENT : RPMO.

## CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE RELEVANT TO THE JOB  
TRAINING : NONE REQUIRED  
EXPERIENCE : NONE REQUIRED  
ELIGIBILITY : NONE REQUIRED

## PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE PREFERABLY IN  
EDUCATION, PSYCHOLOGY, SOCIAL WORK OR  
ALLIED SOCIAL SCIENCE  
EXPERIENCE : NONE REQUIRED  
TRAINING : NONE REQUIRED  
ELIGIBILITY : RA 1080 OR CS PROFESSIONAL (OPTIONAL)

## JOB SUMMARY

THE TRAINING SPECIALIST I DEVELOP, ORGANIZE, CONDUCT AND FACILITATE CAPABILITY BUILDING ACTIVITIES THAT WOULD ENHANCE THE ACQUIRED COMPETENCIES OF THE PANTAWID PAMILYANG PILIPINO PROGRAM STAFF TO EFFECTIVELY AND EFFICIENTLY PERFORM THEIR DUTIES AND RESPONSIBILITIES.



## DUTIES AND RESPONSIBILITIES

1. ORGANIZE THE CONDUCT OF CBD ACTIVITY INCLUDING ADMINISTRATIVE NEEDS BY FOLLOWING THE PROCESS FLOW FROM PRE-TRAINING AND POST TRAINING ACTIVITIES.
2. COMMUNICATES WITH RPMO STAFF THAT CONCERNS CAPABILITY BUILDING ACTIVITIES BY GETTING INFORMATION OR PROFILING OF PARTICIPANTS.
3. SECURE ALL PARTICIPANTS PROFILE/DIRECTORY AND ATTENDANCE FOR MAINTENANCE AND UPDATE OF DATABASE.
4. FACILITATES CAPABILITY BUILDING ACTIVITIES/TRAINING.
5. REVIEW AND UPDATE CBD ACTIVITIES BY MONITORING ACTIVITIES IF IT IS CONDUCTED OR NOT AS PLANNED IN THE INDICATIVE CALENDAR.
6. ENCODES DOCUMENTATION/CONSOLIDATION OF PARTICIPANTS.
7. SUBMITS MONTHLY CAPABILITY BUILDING DATA REPORT.
8. PLANS TEAM BUILDING WITH THE TRAINING TEAM BY DISCUSSING THE FLOW AND CONTENT OF THE PROGRAM OF THE CERTAIN ACTIVITY.
9. PERFORMS OTHER RELATED TASKS RELATIVE TO PROGRAM IMPLEMENTATION.



**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 ADMINISTRATIVE ASSISTANT III (COMMUNITY DEVELOPMENT ASSISTANT)

ITEM NUMBER : FONCR-PCOS-ADAS3-000010  
FONCR-PCOS-ADAS3-000013  
SALARY GRADE : SG 9 / PHP 21,211.00  
VICE : BASHER, ASIM/ DE JESUS, JOMALYN M.  
STATUS : CONTRACT OF SERVICE  
PLACE OF ASSIGNMENT : RPMO / OPERATIONS OFFICE 9 (SAN JUAN)

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : COMPLETION OF TWO-YEARS STUDIES IN COLLEGE  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : NONE REQUIRED

### PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN BUSINESS-RELATED COURSES  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : RA 1080 OR CS SUB-PROFESSIONAL (OPTIONAL)

### JOB SUMMARY

THE ADMINISTRATIVE ASSISTANT III (COMMUNITY DEVELOPMENT ASSISTANT) SHALL PERFORM ADMINISTRATIVE-RELATED TASK AS RECEIVING INCOMING AND OUTGOING DOCUMENTS; SHALL PROVIDE ASSISTANCE IN PREPARING LOGISTICAL SUPPORT IN THE IMPLEMENTATION OF THE PROGRAM.



## DUTIES AND RESPONSIBILITIES

1. OVERSEE INCOMING AND OUTGOING COMMUNICATIONS.
2. TYPE CONFIDENTIAL CORRESPONDENCE, REPORTS, AND OTHER DOCUMENTS.
3. MAINTAIN AND UPDATE OFFICIAL FILES.
4. KEEP ALL SCHEDULES AND ACTIVITIES OF THE DEPUTY PROGRAM MANAGER.
5. KEEP TRACK OF DAY TO DAY COMMUNICATIONS.
6. OPERATE FAX MACHINE AND TRANSMIT MESSAGES TO FOs/ OTHER AGENCIES.
7. PERFORM OTHER RELATED TASKS AS MAY BE ASSIGNED FROM TIME TO TIME.

**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%**.

#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo



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 **MAY 2, 2023** not later than 5:00 PM:

1. Application letter addressed to Director III – OIC MICHAEL JOSEPH J. LORICO (Signifying the Position, Item Number, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of duly signed Individual Performance Contract Rating (IPCR) / Performance Assessment or Review in the last/latest rating period (if applicable) Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
4. Photocopy of Transcript of Records;
5. Photocopy of Transcript Diploma;
6. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
7. Photocopy of Certificate/s of previous and present Employment (if applicable);
8. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
9. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

#### NOTES:

1. For online submission of application, please access this link <https://bit.ly/FONCRrecruitmentHub> and submit the scanned PDF copy of your credentials.
2. For multiple applications, please submit separate application requirements for each desired position.
3. For walk-in applicants, please ensure to submit your documents with a clip fastener.
4. Present original or authenticated copies of the above documentary requirements for verification during filling if application.
5. All interested qualified next-in-rank employees with Permanent status should submit the filled-out "next-in-rank intent to apply form" together with their credentials.
6. Submission of applications beyond the deadline and with incomplete attachments will not be accepted and shall mean automatic disqualification for the position you are applying for.

*The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.*

  
**MICHAEL JOSEPH J. LORICO**  
Director III – OIC