



VACANCIES AS OF APRIL 18, 2023



1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCW02-2208023
SALARY GRADE : 15 / PHP 36,619.00
VICE : SORIANO, ANGELICA
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : ELSIE GACHES VILLAGE

CSC – PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

RESPONSIBLE TO ASSIST THE RESIDENTS, ADJUST AND PARTICIPATE IN A THERAPEUTIC ENVIRONMENT OR COMMUNITY, FORMULATE AN INDIVIDUAL CASE MANAGEMENT PLAN AND PROVIDE APPROPRIATE SERVICES AIMED IMPROVING THE SOCIAL FUNCTIONING OF THE RESIDENTS AND/OR ATTAIN SELF-EFFICIENCY. HAS THE PRIMARY FUNCTION TO CARRY OUT THE CASES MANAGEMENT PROCESS. IT SHALL BE THE MAIN DUTY OF THE CASE MANAGERS TO ACCOMPLISH THE FOLLOWING OBJECTIVES IN COORDINATION WITH OTHER SERVICES.

DUTIES AND RESPONSIBILITIES

1. ENSURES THAT THERE IS PROPER AND EFFECTIVE IMPLEMENTATION OF SOCIAL SERVICE PROGRAMS.
2. KEEPS RECORDS OF ALL SOCIAL SERVICE ACTIVITIES.
3. UPDATES THE DAILY AND MONTHLY STATISTICAL REPORTS OF THE CENTER.
4. PREPARES MONTHLY ACCOMPLISHMENT REPORTS AND OTHER NECESSARY PERIODIC REPORTS OF THE UNIT.
5. HANDLES THE EGV COMMUNITY OUTREACH PROGRAM FOR STUDENT SOCIAL WORKERS.
6. UPDATES CASELOAD INVENTORY OF ASSIGNED CASES, CONDUCTS INTAKE INTERVIEW, CASEWORK, GROUPWORK AND OTHER COMMUNITY-BASED SERVICES TO IMPLEMENT THE SOCIAL SERVICES PROGRAMS OF THE CENTER.
7. COORDINATES WITH OTHER SERVICE UNITS FOR AN EFFECTIVE STUDY, ASSESSMENT AND INTERVENTION PROGRAM FOR EACH CASE.
8. RESPONSIBLE IN THE SAFEKEEPING OF CHILD'S UPDATED RECORDS AND DOCUMENTS.
9. RENDERS EXECUTIVE ON DUTY.
10. PERFORMS OTHER TASKS AS ASSIGNED BY THE SWO II AND HEAD SOCIAL WORKER.

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%
TOTAL	100%

INITIAL SHORTLISTING

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

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

FINAL SHORTLISTING

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

1 NURSE I

ITEM NUMBER : FONCR-COS-NUR1-210709
SALARY GRADE : 15 / PHP 36,619.00
VICE : CRUZ, GISELLA
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : SANCTUARY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

THE NURSE I SHALL PROVIDE PROPER MEDICAL SERVICE THROUGH EFFECTIVE AND EFFICIENT NURSING CARE ADHERENT TO PROFESSION AND DSWD STANDARDS.

DUTIES AND RESPONSIBILITIES

1. MAINTAINS MEDICAL RECORDS OF RESIDENTS AS REFERENCE TO THE MEDICAL OFFICER'S DIAGNOSIS AND PLAN OF TREATMENT.
2. PROMOTIONS CLIENTS' INDEPENDENCE BY ESTABLISHING CARE GOALS TO UNDERSTAND THE CONDITION AND MEDICATIONS.
3. ASSURES QUALITY OF NURSING CARE BY ADHERING THE THERAPEUTIC STANDARDS, ASSESSING MEDICAL INTERVENTION UNDERTAKEN, MAKING OR RECOMMENDING NECESSARY ADJUSTMENT FOLLOWING C/RCF PROTOCOLS IN PROVIDING MEDICAL SERVICE TO RESIDENTS.

4. MAINTAIN AND REGULARLY INVENTORY MEDICAL SUPPLIES INVENTORY TO DETERMINE STOCK AVAILABILITY, THE ANTICIPATION OF NEEDED SUPPLIES, PLACING OR EXPEDITING ORDERS FOR SUPPLIES AND MATERIALS AND VERIFY RECEIPT OF SUPPLIES.
5. ENSURES EFFICIENT AND COORDINATED MEDICAL SERVICE THROUGH COMMUNICATION WITH RESIDENTS AND ALLIED STAFF. MAKE REFERRALS FOR THE EXTERNAL RESOURCE IF NECESSARY.
6. ADMINISTERS AND CHECKS PROPER MEDICATION AS PRESCRIBED BY MEDICAL OFFICER.
7. PROVIDE FREQUENT CLIENT EVALUATION INCLUDING MONITORING OF VITAL SIGNS AND PERFORMING ESSENTIAL PROCEDURES DURING EMERGENCY SITUATIONS.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

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

INITIAL SHORTLISTING

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

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

FINAL SHORTLISTING

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

2 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCW02-2202009 /
FONCR-COS-SOCW02-2203047

SALARY GRADE : 15 / PHP 36,619.00

VICE : NEWLY CREATED POSITIONS DATED
DECEMBER 29, 2021, AND MARCH 15, 2022

STATUS : CONTRACT OF SERVICE

PLACE OF ASSIGNMENT : SANCTUARY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK

EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING : FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER III/V AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGEMENT, PERFORMS SOMEWHAT DIFFICULT, RESPONSIBLE PROFESSIONAL WORK PERTAINING TO CASE MANAGEMENT REQUIRING TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE ON ADOPTION AND FOSTER CARE AND DOES OTHER RELATED TASKS ASSIGNED.

DUTIES AND RESPONSIBILITIES

1. CONDUCT INTAKE AND INTERVIEW CLIENTS WHO ARE REFERRED TO THE CENTER FOR ASSISTANCE.
2. CONDUCTS SOCIAL CASE STUDY REPORT, AND HOME VISITATION AND PROVIDES APPROPRIATE SERVICE PLAN TO MEET THE NEEDS OF THE CLIENTS ACCORDING TO ESTABLISHED STANDARDS; PROVIDES GUIDANCE AND COUNSELING SERVICES TO CLIENTS AND FAMILIES TO PREVENT SOCIAL MALADJUSTMENT.
3. FOCUS ITS SERVICE TOWARDS INCREASING PRODUCTION AND SELF-HELP OF RESIDENTS UNDER OUR CARE.
4. SUPERVISES PROGRAMS RELATED TO THE REHABILITATION AND DEVELOPMENT OF CLIENTS SHELTERED IN THE CENTER OR OTHER PROGRAMS COMPLAINT TO DSWD.
5. FORMULATES POLICIES APPLICABLE TO THE PROGRAMS AND SERVICES OF THE CENTER.
6. TO FUNCTION AS ACTING OFFICER OF THE DAY (AOD).
7. TO IMPLEMENT THE MISSION AND VISION OF DSWD.

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%
TOTAL	100%

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 : FONCR-COS-HP2-000771
SALARY GRADE : 6 / PHP 17,553.00
VICE : NAZARIO, ELENITA E.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : GOLDEN RECEPTION AND ACTION CENTER FOR
ELDERLY AND OTHER SPECIAL NEEDS

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : WITH KNOWLEDGE IN ELECTRIC WIRING,
HARDWARE SERVICING OR RELATED COURSES
EXPERIENCE : AT LEAST WITH ONE (1) YEAR OF EXPERIENCE
IN THE PROVISION OF HOMELIFE
SERVICE/REPAIRS AND MAINTENANCE
TRAINING : NONE REQUIRED
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

- 1. PROVIDES QUALITY HOMELIFE SERVICE TO THE RESIDENTS WHILE IN THE COTTAGE;**
- 2. COORDINATES CLOSELY TO OTHER ALLIED SERVICES AS PART OF THE PSYCHO-SOCIAL INTERVENTION FOR THE RESIDENTS;**
- 3. SHALL 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.**
- 4. OBSERVES & REPORTS ANY SIGNIFICANT BEHAVIORAL PATTERNS OF RESIDENTS TO THE SUPERVISING HOUSEPARENT AS REFERENCE OF THE REHABILITATION TEAM (E.G INCIDENT, PROGRESS AND BEHAVIORAL REPORT.)**
- 5. ADMINISTER MEDICATION TO RESIDENTS, IN ACCORDANCE TO SPECIFIC INSTRUCTIONS PROVIDED BY THE MEDICAL OFFICER.**
- 6. PREPARE PRESCRIBED FOOD SUCH AS RESIDENTS BY FOLLOWING INSTRUCTIONS OF NUTRITIONIST DIETITIAN APPROPRIATELY.**
- 7. LEADS EDUCATIONAL ACTIVITIES SUCH AS READING, WRITING AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IN A BID TO DEVELOP THE CLIENT'S INTEREST AS PART OF LEARNING PROCESS.**
- 8. PROVIDES DIRECT CARE AND SUPERVISION TO ABLE-BODIED RESIDENTS IN THE RESIDENTIAL CARE FACILITIES IN PERFORMING DAILY COTTAGE ACTIVITIES.**
- 9. MANAGE DISTRIBUTION OF RESOURCES OF THE COTTAGE TO ENSURE PROPER AND EFFICIENT CONSUMPTION.**
- 10. UNDERTAKES GENERAL HOUSEHOLD DUTIES, INCLUDING CLEANING & LAUNDRY, IN ORDER TO MAINTAIN THE CLEANLINESS & ORDERLINESS OF THE COTTAGE**
- 11. PREPARES AND SUBMIT DOCUMENTS/REPORTS SUCH AS BUT NOT LIMITED TO ACTIVITY OF DAILY LIVING, INTERVENTION PLAN, PROGRESS REPORT, INCIDENT REPORT CALENDAR OF ACTIVITIES, MONTHLY REPORTS, QUARTERLY REPORTS AND ANNUAL REPORTS.**

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	15%
TRAINING (T)	15%
EXPERIENCE (E)	25%
WRITTEN EXAM TECHNICAL EXAM/ TRADE TEST	30%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%
TOTAL	100%

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-COS-HP1-220150
SALARY GRADE : 4 / PHP 15,586.00
VICE : LONGGAKIT, RONDOLF M.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : ELSIE GACHES VILLAGE

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : HIGH SCHOOL GRADUATE
EXPERIENCE : BEHAVIORAL MANAGEMENT / BASIC LIFE
SUPPORT/ FIRST AID
TRAINING : CAREGIVING FOR INTELLECTUAL DISABILITIES
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. PROVIDES DIRECT CARE AND SUPERVISION TO CLIENTS IN THE RESIDENTIAL FACILITIES PERFORMING DAILY COTTAGE ACTIVITIES.
2. MANAGE DISTRIBUTION OF RESOURCES OF THE COTTAGE TO ENSURE PROPER AND EFFICIENT CONSUMPTION.
3. UNDERTAKES GENERAL HOUSEHOLD DUTIES INCLUDING CLEANING AND LAUNDRY IN ORDER TO MAINTAIN CLEANLINESS AND ORDERLINESS OF THE COTTAGE.
4. UNDER IMMEDIATE SUPERVISION, PERFORMS THE ROLE OF A PARENT TO THE CLIENTS UNDER THEIR CARE.
5. CONDUCT TUTORIAL AND ASSIST SCHOOLING CLIENTS IN READING, WRITING, AND OTHER HOMEWORK ASSIGNMENTS.
6. ASSIST AND LEAD CLIENTS TO EXTRACURRICULAR ACTIVITIES TO HELP DEVELOP CLIENTS.
7. PREPARE AND SUBMIT MONTHLY, QUARTERLY REPORTS AS THE BASIS ON THE INDICATORS OF THE SOCIAL FUNCTIONING OF CLIENTS.
8. ATTEND MONTHLY MEETINGS, GSM, RTM AND OTHER PROGRAMS/ACTIVITIES INITIATED BY THE CENTER.
9. FACILITATE AS A HOSPITAL WATCHER AS THE NEED ARISES FOR CLIENTS INCURRED FROM ILLNESS.
10. REQUESTS FOR SUPPLIES NEEDED IN THEIR RESPECTIVE COTTAGES FROM THE HEAD/SUPERVISING HOUSEPARENT.
11. PERFORMS OTHER RELATED TASKS AS ASSIGNED BY THE HEAD/SUPERVISING HOUSEPARENT.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	15%
TRAINING (T)	15%
EXPERIENCE (E)	25%
WRITTEN EXAM SPECIAL / TECHNICAL EXAM	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 45 points or 75% on ETE shall
proceed to the next recruitment process.

FINAL SHORTLISTING

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

2 NURSE I

ITEM NUMBER	: FONCR-COS-NUR1-210723 / FONCR-COS-NUR1-210728
SALARY GRADE	: 15 / PHP 36,619.00
VICE	: SORIANO, MARK JOSEPH / BATUYONG, BREN BERNARD
STATUS	: CONTRACT OF SERVICE
PLACE OF ASSIGNMENT	: GOLDEN RECEPTION AND ACTION CENTER FOR ELDERLY AND OTHER SPECIAL NEEDS

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION	: BACHELOR'S DEGREE IN NURSING
EXPERIENCE	: AT LEAST WITH ONE (1) YEAR OF EXPERIENCE IN RENDERING NURSING CARE IN CENTERS/ RESIDENTIAL CARE FACILITIES
TRAINING	: WITH ADVANCED TRAINING IN NURSING CARE WITH EXPERTISE IN HANDLING GERIATRIC, PEDIATRIC AND CLIENTS WITH INTELLECTUAL DISABILITIES;
ELIGIBILITY	: RA 1080 (NURSE)

JOB SUMMARY

UNDER GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER V 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. MAINTAINS MEDICAL RECORDS OF CLIENTS AS REFERENCE TO THE MEDICAL OFFICER'S DIAGNOSIS AND PROVIDING TREATMENT.**
- 2. PROMOTES CLIENTS' INDEPENDENCE BY ESTABLISHING CARE GOALS TO UNDERSTAND THE CONDITION AND MEDICATIONS.**
- 3. ASSURES QUALITY OF NURSING CARE BY ADHERING TO THERAPEUTIC STANDARDS, ASSESSING MEDICAL INTERVENTION UNDERTAKEN, MAKING OR RECOMMENDING NECESSARY ADJUSTMENT; FOLLOWING C/RCF PROTOCOL IN PROVIDING PROPER MEDICAL SERVICE TO CLIENTS.**
- 4. MAINTAINS MEDICAL SUPPLIES INVENTORY BY CHECKING STOCK TO DETERMINE AVAILABILITY; ANTICIPATING NEEDED SUPPLIES, PLACING AND EXPEDITING ORDERS FOR SUPPLIES, VERIFYING RECEIPT OF SUPPLIES.**
- 5. ENSURES EFFICIENT AND COORDINATED MEDICAL SERVICES BY COORDINATING AND PLANNING CLINIC ACTIVITIES; COMMUNICATES CLIENTS' NEEDS AND MAKES REFERRALS WHEN NECESSARY.**
- 6. ADMINISTERS AND CHECKS PROPER MEDICATION ORDER AS PRESCRIBED BY THE MEDICAL OFFICER III AND REVIEWS DRUGS/MEDICINES ON STOCK TO ENSURE THAT IT DOES NOT EXCEED THE EXPIRATION DATE.**
- 7. PROVIDES FREQUENT CLIENT EVALUATIONS INCLUDING MONITORING VITAL SIGNS AND PERFORM ESSENTIAL PROCEDURES DURING EMERGENCY SITUATIONS.**

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	5%
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 MAY 3, 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 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/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 the 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 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 merit and fitness.