



**VACANCIES AS OF MAY 2, 2023**



## **30 SOCIAL WELFARE OFFICER I**

**ITEM NUMBER** : FONCR-COS-SOCW01-220162 / 220166 - 220195  
**SALARY GRADE** : SG 11/ PHP 27,000.00  
**VICE** : NEWLY CREATED POSITION  
**STATUS** : CONTRACT OF SERVICE  
**PLACE OF ASSIGNMENT** : CRISIS INTERVENTION SECTION – MALASAKIT 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** : BACHELOR'S DEGREE IN SOCIAL WORK  
**TRAINING** : FOUR (4) HOURS OF TRAINING IN CASE MANAGEMENT / COUNSELING / COMMUNICATION / FACILITATION SKILLS  
**EXPERIENCE** : ONE (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 TO CASE MANAGEMENT TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE ON SPECIFIC SUBJECT MATTER, AND DOES OTHER RELATED TASKS ASSIGNED.

## **DUTIES AND RESPONSIBILITIES**

1. PROFILING AND DATA GATHERING OF CLIENTS NEEDING INTERVENTION WITHIN METRO MANILA UNDER THE MALASAKIT CENTER PROGRAM.
2. CONDUCT SOCIAL CASE MANAGEMENT WITH APPROPRIATE INTERVENTION AT AN ASSIGNED GROUP OF CLIENTS/INDIVIDUALS WITHIN THE PERIOD.
3. CONDUCT SOCIAL PREPARATION AND MONITORING OF THE MALASAKIT BENEFICIARIES BASED ON HOSPITAL ASSIGNMENT.
4. FACILITATE CASE CONFERENCES NEEDING SPECIAL ATTENTION.
5. MONITOR AND DOCUMENT THE MONTHLY CALENDAR OF ACTIVITIES AND IDCB REPORTS OF MALASAKIT CENTER.
6. IMPLEMENT CAPACITY-BUILDING ACTIVITIES FOR MALASAKIT CENTER STAFF AND PARTNER STAKEHOLDERS.
7. PREPARE FEEDBACK REPORTS AND COMMUNICATION LETTERS TO HOSPITALS, PARTNER AGENCIES, LGUS, AND PARTNER STAKEHOLDERS RELATIVE TO THE PROGRAM IMPLEMENTATION.
8. ASSIST IN THE PREPARATION OF ANNUAL, SEMESTRAL, AND MONTHLY REPORTS

**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.*



## 16 SOCIAL WELFARE AIDE

ITEM NUMBER : FONCR-COS-SWAIDE-00231 - 000252  
SALARY GRADE : SG 4 / PHP 15,586.00  
VICE : BARBERAN, J./SALVADOR, C./TABOR, E./DELA CRUZ, E./  
ESPARCIA, E./VILORIA, H./ESCALA, M./DENOSTA,  
J./JOSE, E./GAN, M./BENAVIDEZ, J./BACALA, E./HABALO,  
J./ALMAZZAR, E./PALACIO, J./RAYMUNDO, R  
STATUS : CONTRACT OF SERVICE  
PLACE OF ASSIGNMENT : CRISIS INTERVENTION SECTION - OFFSITE SERBISYO

### CSC - PRESCRIBED QUALIFICATION STANDARD

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

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

## **JOB SUMMARY**

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

## **DUTIES AND RESPONSIBILITIES**

- 1. ATTEND TO CLERICAL JOBS SUCH AS ANSWERING TELEPHONE CALLS LIKE FOLLOW-UP ASSISTANCE OF CLIENTS/INQUIRIES ETC.;**
- 2. RECORD KEEPING;**
- 3. REVIEW/STAMP AND ENSURE COMPLETENESS OF THE ATTACHED REQUIREMENT IN THE VOUCHERS FOR THE PROCESS;**
- 4. LIAISONING / COORDINATING WITH THE FINANCIAL GROUP TO ENSURE A FAST/IMMEDIATE RELEASE OF ASSISTANCE TO THE CLIENT;**
- 5. ENCODES AND PRINTS COMMUNICATIONS/REPORTS;**
- 6. STENCILS FORMS OF CIU LIKE; CE, AR, RER, SCSR, MATERIAL, JUSTIFICATION**



**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:**

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

**INITIAL SHORTLISTING**

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

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

## 1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCW02-2203078  
SALARY GRADE : SG 15 / PHP 36,619.00  
VICE : CUETO, MHARIEL S.  
STATUS : CONTRACT OF SERVICE  
PLACE OF ASSIGNMENT : OFFICE OF THE REGIONAL CENTER COORDINATOR

### 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 : PREFERABLY WITH UNITS IN MS SOCIAL WORK  
TRAINING : TWO (2) YEARS EXPERIENCE IN HANDLING CASE  
MANAGEMENT AND/OR PROJECT MANAGEMENT  
EXPERIENCE : EIGHT (8) HOURS OF TRAINING IN CASE  
MANAGEMENT / COUNSELING / COMMUNICATION /  
FACILITATION SKILL  
ELIGIBILITY : RA 1080 (SOCIAL WORKER)



## **JOB SUMMARY**

UNDER GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER VI 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 TASK ASSIGNED.

## **DUTIES AND RESPONSIBILITIES**

1. MONITORING OF TWELVE (12) CENTERS/RESIDENTIAL CARE FACILITIES TO DETERMINE AND ENSURE THAT THEY ARE OPERATING IN ACCORDANCE WITH DSWD STANDARDS AND FIVE (5) WORKING AREAS
2. REVIEWS AND RECOMMENDS ALTERNATE MEASURE IN RESPONSE TO THE CHALLENGES OF CENTERS/RESIDENTIAL CARE FACILITIES
3. CRAFTING OF REGIONAL GUIDELINES FOR C/RCFS
4. REVIEWS MANUAL OF OPERATION OF CRCFS
5. REGIONAL INSPECTORATE COMMITTEE MONITORING VISIT AND TECHNICAL ASSISTANCE TO CRCFS
6. ACKNOWLEDGING OF REPORTORIAL DOCUMENTS OF CRCFS
7. COORDINATES/TIES-UP WITH STAKEHOLDERS, NGOS, GO FOR OTHER INTERVENTIONS NEEDED BY RESIDENTS WHICH ARE NOT AVAILABLE OR ACCESSIBLE IN THE CENTERS AND RESIDENTIAL CARE FACILITIES.
8. MAINTAINS FILES, SOCIAL CASE STUDY REPORTS AND DATA BANK OF CLIENTS SERVED.
9. PERFORM OTHER RELATED TASKS AND FUNCTIONS TO BE ASSIGNED PER WRITTEN INSTRUCTIONS OF THE HEAD OF THE UNIT.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:**

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

**INITIAL SHORTLISTING**

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

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



**INTERESTED AND QUALIFIED APPLICANTS WHO MET THE ABOVE MINIMUM QUALIFICATION STANDARD (CSC-PRESCRIBED) MAY SUBMIT THE FOLLOWING DOCUMENTARY REQUIREMENTS TO FO - NCR HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT SECTION ON OR BEFORE MAY 17, 2023 NOT LATER THAN 5:00 PM:**

1. Application letter addressed to **ATTY. MICHAEL JOSEPH J. LORICO**, Concurrent Acting Regional Director 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](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/Training attended;
7. Photocopy of Certificate/s of previous and present Employment (if applicable);
8. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
9. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

#### **NOTES:**

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

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