



VACANCY AS OF MAY 22, 2023



31 SOCIAL WELFARE OFFICER I

ITEM NUMBER : FONCR-COS-SOCW01-220165 - 220195 / 220115 - 2201138
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 IDCBS 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.

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 JUNE 4, 2023 NOT LATER THAN 5:00 PM:

1. Application letter addressed to Acting Regional Director **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 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/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/FONCRrecruitment> 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 if 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

1 ADMINISTRATIVE OFFICER II

ITEM NUMBER : FONCR-COS-ADOF2-2201154
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : DEL ROSARIO, MICHELLE NICOLE V. (ANTICIPATED VACANCY)
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT SECTION

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE RELEVANT TO THE JOB
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : CAREER SERVICE PROFESSIONAL / SECOND LEVEL ELIGIBILITY

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN PSYCHOLOGY
TRAINING : WITH RELEVANT TRAINING IN RECRUITMENT, SELECTION AND PLACEMENT
EXPERIENCE : WITH RELEVANT EXPERIENCE IN RECRUITMENT, SELECTION AND PLACEMENT
ELIGIBILITY : RA 1080 (PSYCHOMETRICIAN)

JOB SUMMARY

UNDER GENERAL SUPERVISION 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. SCREENS / ASSESS APPLICATIONS FOR CENTER / RESIDENTIAL CARE FACILITIES**
- 2. ADMINISTERS IQT AND SPECIAL EXAM TO ALL APPLICANT.**
- 3. PROVIDES SECRETARIAT WORK DURING HRMPSB INTERVIEW AND DELIBERATION.**
- 4. PREPARES RECOMMENDATION, MINUTES OF THE MEETING AND COMPARATIVE DATA MATRICES.**
- 5. CHARACTER VALIDATION.**
- 6. PREPARATION OF REGRET AND SHORTLIST.**

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EXPERIENCE (E)	25%
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10. Application letter addressed to Acting Regional Director **MICHAEL JOSEPH J. LORICO** (Signifying the Position, Item Number, Status of Employment, and Place of Assignment you are applying for) affixed with your signature;
11. 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;
12. 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;
13. Photocopy of Transcript of Records
14. Photocopy of Transcript Diploma;
15. Photocopy of Certificates of relevant Learning and Development/Training attended;
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17. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
18. Photocopy of Appointment and Service Record (if presently or previously employed in any government agency).

NOTES:

7. For online submission of the application, please access this link <https://bit.ly/FONCRrecruitmenthub> and submit the scanned PDF copy of your credentials.
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9. For walk-in applicants, please ensure to submit your documents with a clip fastener.
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