



VACANCIES AS OF MAY 26, 2023

(PERMANENT & CONTRACTUAL POSITIONS)



1 MEDICAL OFFICER III

ITEM NUMBER : OSEC-DSWDB-MDOF3-7-2010
SALARY GRADE : SG 21 / PHP 63, 997.00
VICE : VERIDIANO, OFELIA S.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : SANCTUARY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : DOCTOR OF MEDICINE
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : RA 1080 (PHYSICIAN)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : WITH A MASTER'S DEGREE IN PUBLIC HEALTH
TRAINING : WITH RELEVANT TRAINING ON COMMUNITY/PUBLIC
HEALTH, OCCUPATIONAL HEALTH AND SAFETY;
ADVANCED PRINCIPLES AND PRACTICES OF MODERN
MEDICINE, MEDICAL DIAGNOSIS AND TREATMENT
EXPERIENCE : AT LEAST 1 YEAR OF EXPERIENCE IN PROVIDING
COMMUNITY/PUBLIC HEALTH SERVICE
ELIGIBILITY : RA 1080 (PHYSICIAN)

JOB SUMMARY

UNDER THE DIRECTION OF SOCIAL WELFARE OFFICER V AND MEDICAL SPECIALIST I AND SUBSTANTIAL LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT, ENGAGED IN MODERATELY RESPONSIBLE WORK REQUIRING TRAINING AND MODERATE EXPERIENCE OR LOWER TRAINING BUT WITH CONSIDERABLE EXPERIENCE AND VERY BROAD KNOWLEDGE OF A SPECIAL SUBJECT MATTER.

DUTIES AND RESPONSIBILITIES

1. ANALYZES REPORTS ON DEATH INCIDENTS FROM THE RESIDENTIAL CARE FACILITIES TO CHECK ON THE COMPLETENESS OF THE INFORMATION AND WHETHER PROPER MEDICAL INTERVENTIONS AND ACTIONS HAVE BEEN UNDERTAKEN BY THE STAFF.
2. ACCOMPLISHES AND UPDATES MEDICAL RECORDS OF STAFF USING THE PRESCRIBED FORMAT WHICH ARE CONFIDENTIAL AND MAY ONLY BE ACCESSED BY A THIRD PARTY WITH THE CONTENT OF THE STAFF.
3. PREPARES AND CONDUCTS LECTURES ON HEALTH AND MEDICAL TOPICS AND PROPOSES IEC MATERIALS TO ADVOCATE HEALTHY LIFESTYLES AND PREVENTIVE HEALTH CARE TO STAFF AND EMPLOYEES.
4. SUBMITS FEEDBACK REPORTS AND CONFIRMATION OF AGREEMENTS DURING MONITORING VISITS AND TECHNICAL ASSISTANCE TO CENTERS/RESIDENTIAL CARE FACILITIES IN RELATION TO HEALTH CONCERNS OF THE CLIENTS.
5. REVIEWS THE CLIENT'S OVERALL MEDICAL HISTORY INCLUDING MEDICATIONS AND TREATMENTS.
6. PROPERLY DEFINE AND DESCRIBE PATIENTS' SYMPTOMS AND PROBLEMS, CLARIFY AND VERIFY DIAGNOSES AND HELP ESTABLISH REALISTIC AND ATTAINABLE PROGNOSIS AND CARE.
7. PREPARE AND DATE PROGRESS NOTES AT EACH VISIT/CONSULTATION.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	20%
TRAINING (T)	15%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	5%
SPECIAL / TECHNICAL EXAM	20%
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 OFFICER II

ITEM NUMBER : OSEC-DSWDB-SOCW02-389-2004
SALARY GRADE : SG 15 / PHP 36, 619.00
VICE : HERRERA, FANNIE D.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : CAPACITY BUILDING SECTION

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 MASTER OF SOCIAL WORK
TRAINING : 8 HOURS OF RELEVANT TRAINING
EXPERIENCE : 2 YEARS OF RELEVANT EXPERIENCE
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

UNDER THE SUPERVISION OF TRAINING SPECIALIST III. DEVELOP/ORGANIZE/CONDUCT AND FACILITATE CAPABILITY BUILDING ACTIVITIES THAT WOULD ENHANCE THE ACQUIRED COMPETENCIES OF PARTNER INTERMEDIARIES AND INTERNAL STAFF TO EFFECTIVELY AND EFFICIENTLY PERFORM THEIR DUTIES AS PROGRAM IMPLEMENTERS.

DUTIES AND RESPONSIBILITIES

1. FACILITATE THE IMPLEMENTATION OF CAPABILITY BUILDING ACTIVITIES SUPERVISORY, TECHNICAL AND LOWER-LEVEL MANAGEMENT PERSONNEL AT THE REGIONAL LEVEL;
2. MONITOR AND PREPARE FEEDBACK / DOCUMENTATION REPORTS RELATIVE TO THE CONDUCT OF THE CAPABILITY BUILDING ACTIVITIES;
3. DEVELOP TRAINING REQUIREMENTS SUCH AS VISUAL AIDS AND TRAINING MATERIALS AND AIDS TO ENSURE EFFECTIVENESS;
4. MONITOR AND ASSIST DURING THE CONDUCT OF ROLL-OUT TRAINING FOR THE CITY / MUNICIPAL LOCAL SOCIAL WELFARE AND DEVELOPMENT OFFICES;
5. CONDUCT EVALUATION DIRECTLY WITH PARTICIPANTS AND MAKES REQUIRED RECOMMENDATION TO IMPROVE EFFECTIVENESS OF FUTURE TRAINING PROGRAMS;
6. FACILITATE THE ESTABLISHMENT AND MAINTENANCE OF DATABASE OF PARTICIPANTS;
7. PREPARES PROJECT PROPOSALS ON CAPABILITY BUILDING ACTIVITIES FOR THE CITY / MUNICIPAL LOCAL SOCIAL WELFARE AND DEVELOPMENT OFFICES;
8. DEVELOPED KNOWLEDGE PRODUCTS AND KNOWLEDGE SHARING SESSION;
9. PROVIDE TECHNICAL ASSISTANCE ALONG CAPABILITY BUILDING ACTIVITIES AND KNOWLEDGE MANAGEMENT FOR PARTNER INTERMEDIARIES AND DSWD NCR STAFF;
10. ACT AS REGIONAL SECRETARIAT AS ASSIGNED BY THE SUPERVISOR;
11. MONITOR THE IMPLEMENTATION OF THE PHYSICAL AND FINANCIAL ACCOMPLISHMENT OF THE SECTION;
12. ACCOMPLISH PERFORMANCE COMMITMENT AND APPRAISAL; AND
13. PERFORM OTHER RELATED TASK.

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 OFFICER I

ITEM NUMBER : OSEC-DSWDB-SOCW01-148-2004
SALARY GRADE : SG 11 / PHP 27, 000.00
VICE : PINTO, ANGELICA M.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : LEARNING AND DEVELOPMENT SECTION

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 : WITH AT LEAST FOUR (4) HOURS OF TRAINING IN
GROUP DYNAMICS, HUMAN BEHAVIOR TECHNICAL
WRITING, AND SECRETARIAT SERVICES
EXPERIENCE : WITH AT LEAST ONE (1) YEAR OF EXPERIENCE ON
FACILITATING TRAINING PROGRAMS OR EXPERIENCE
AS SECRETARIAT
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

UNDER GENERAL SUPERVISION OF DIVISION CHIEF / AO V (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. ORGANIZES THE CONDUCT OF CBD ACTIVITY INCLUDING ADMINISTRATIVE NEEDS BY FOLLOWING THE PROCESS FLOW FROM PRE-TRAINING AND POST-TRAINING ACTIVITIES.
2. ACT AS FOCAL PERSON FOR MONITORING OF INDIVIDUAL DEVELOPMENT PLAN OF ALL STAFF.
3. SECURES ALL PARTICIPANTS PROFILE/DIRECTORY AND ATTENDANCE FOR MAINTENANCE AND UPDATE OF DATABASE.
4. FACILITATES CAPABILITY BUILDING ACTIVITIES/TRAINING
5. REVIEWS AND UPDATES CBD ACTIVITIES BY MONITORING ACTIVITIES IF IT IS CONDUCTED OR NOT AS PLANNED IN THE INDICATIVE CALENDAR.
6. ENCODES DOCUMENTATION/CONSOLIDATION OF PARTICIPANTS
7. ACT AS ALTERNATE FOCAL PERSON FOR STUDENT TRAINING PROGRAM
8. PLANS TEAM BUILDING WITH THE TRAINING TEAM BY DISCUSSING THE FLOW AND CONTENT OF THE PROGRAM OF CERTAIN ACTIVITIES.
9. ACT AS ALTERNATE FOCAL PERSON FOR ANTI-RED TAPE UNIT
10. ACKNOWLEDGE FEEDBACK REPORTS
11. PROVIDE TA ON PROJECT PROPOSALS AND SYLLABUS, DOCUMENTATION REPORT
12. ACKNOWLEDGE, REVIEW OF OCAT
13. ACT AS RESOURCE PERSON FOR ORIENTATION OF PROGRAMS AND SERVICES AND TEAM BUILDING ACTIVITIES
14. PREPARES RSO/RAO FOR PERSONNEL ATTENDING CBD ACTIVITY/SPECIALIZED TRAINING
15. ACT AS FACILITATOR FOR D/CRCFS INITIATED ACTIVITIES (UPON REQUEST)
16. PREPARES PROJECT PROPOSALS FOR IMPLEMENTATION OF CAPABILITY BUILDING ACTIVITIES AS STATED IN THE ANNUAL CALENDAR OF ACTIVITIES.
17. PREPARES DOCUMENTATION REPORT AND MINUTES OF THE MEETING.

18. CONDUCTS ORIENTATION ON PROGRAMS AND SERVICES TO STUDENTS/INTERNS, NEWLY HIRED, AND OTHER STAKEHOLDERS TO EQUIP THEM WITH SUFFICIENT KNOWLEDGE OF VARIOUS SERVICES OF THE REGION.
19. COORDINATES OR PERFORMS ADMINISTRATIVE FUNCTIONS NECESSARY TO DELIVER AND DOCUMENT TRAINING PROGRAMS.
20. EVALUATES THE EFFECTIVENESS OF TRAINING AND DEVELOPMENT PROGRAMS AND UTILIZE RELEVANT EVALUATION DATA TO REVISE OR RECOMMEND CHANGES IN INSTRUCTIONAL OBJECTIVES AND METHODS.

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 : OSEC-DSWDB-ND1-90-2004
SALARY GRADE : SG 11 / PHP 27, 000.00
VICE : BELLEZA, JENNIFER V.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : RECEPTION AND STUDY CENTER FOR CHILDREN

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)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE MAJOR IN NUTRITION, DIETETICS
OR COMMUNITY NUTRITION
TRAINING : COMPLETION OF TRAINING COURSE ON FOODSERVICE
MANAGEMENT AND PUBLIC NUTRITION SERVICES
EXPERIENCE : AT LEAST 1 YEAR EXPERIENCE IN CLINICAL/PUBLIC
HEALTH NUTRITION
ELIGIBILITY : RA 1080 (NUTRITION DIETITIAN)

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF A SUPERVISING SOCIAL WORKER OR SOCIAL WELFARE OFFICER III, AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT, 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 TASK ASSIGNED.

DUTIES AND RESPONSIBILITIES

1. FACILITATES DISTRIBUTION OF MEALS TO CLIENTS AND OBSERVES RECOMMENDED DIETARY AND NUTRIENTS SCHEDULES;
2. PROVIDES GUIDANCE ON THE DEVELOPMENT OF HEALTHY EATING HABITS TO ENSURE THAT DIETARY REQUIREMENTS OF THE CLIENTS 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 OR;
5. PROMOTES BETTER NUTRITION BY EDUCATING CLIENTS 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; AND
6. LEADS NUTRITION RELATED ACTIVITIES TO ENCOURAGE PREVENTION AND HEALTH PROMOTION IN RCFS.

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-ADA4-652-2004
SALARY GRADE : SG 4 / PHP 15, 586.00
VICE : TUAZON, ROSLYN RUTH I.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : PERSONNEL ADMINISTRATION SECTION

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN OFFICE ADMINISTRATION,
COMPUTER SCIENCE, MANAGEMENT, SOCIAL SCIENCE,
AND OTHER RELATED FIELDS
TRAINING : AT LEAST 4 HOURS OF RELEVANT TRAINING IN RECORDS
MANAGEMENT, DATA MANAGEMENT, AND/OR OFFICE
PRODUCTIVITY
EXPERIENCE : AT LEAST 1 YEAR OF WORK EXPERIENCE IN RECORDS
MANAGEMENT, DATA MANAGEMENT, OFFICE PRODUCTIVITY
TOOLS AND LIAISING ACTIVITIES WITH GSIS, HMDF,
OMBUDSMAN, CSC, CENTRAL OFFICE, LANDBANK, PHILHEALTH
ELIGIBILITY : CAREER SERVICE (PROFESSIONAL) /
FIRST LEVEL ELIGIBILITY

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF THE HEAD OF THE SECTION, THE ADMINISTRATIVE AIDE IV SHALL PERFORM ADMINISTRATIVE SUPPORT AND CLERICAL FUNCTIONS AND DOES OTHER RELATED TASKS AS NEEDED.

DUTIES AND RESPONSIBILITIES

- 1. PREPARE LISTING AND VOUCHER OF PHILHEALTH, GSIS CONTRIBUTION AND LOANS, HMDF, CONTRIBUTION AND LOANS, MBA CONTRIBUTION AND LOANS, SWEAP, LANDBANK LOAN & WEMPC OF PERMANENT AND CONTRACTUAL STAFF (FIELD OFFICE AND CENTERS);**
- 2. ACT AS ALTERNATE FOCAL OF ANTI-RED TAPE UNIT. PREPARE MONTHLY SUBMISSION OF CLIENT SATISFACTION MEASUREMENT REPORT TO FO-ARTU, AND REVISION OF CITIZEN'S CHARTER;**
- 3. ACT AS ALTERNATE FOCAL OF IDCB. ASSIST WITH THE PREPARATION OF REQUIRED MONTHLY REPORTS FOR SUBMISSION AS PER THE PRESCRIBED TIMELINE;**
- 4. ACT AS ALTERNATE IN LIAISING ACTIVITIES TO GSIS, HMDF, OMBUDSMAN, CSC, CENTRAL OFFICE, LANDBANK, PHILHEALTH, AND OTHER GOS, NGO, AND PRIVATE OFFICES WHEN NEEDED;**
- 5. PREPARATION OF QUARTERLY ACCOMPLISHMENT REPORT, INDIVIDUAL PERFORMANCE CONTRACT (IPC), AND INDIVIDUAL PERFORMANCE CONTRACT REVIEW (IPCR);**
- 6. PROVIDE ADMINISTRATIVE SUPPORT BY RECEIVING, MAKING CALLS AND ATTENDING TO CLIENTS AS NEEDED;**
- 7. DRAFTS/PREPARES GENERIC SIMPLE MEMORANDUM/OFFICIAL COMMUNICATION FOR THE DEPARTMENT;**
- 8. ACTS AS SUPPORT STAFF DURING TRAININGS AND CONDUCT ADMINISTRATIVE/HR INITIATED ACTIVITIES; AND**
- 9. PERFORM 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 HOUSEPARENT I

ITEM NUMBER : OSEC-DSWDB-HP1-513-2004
SALARY GRADE : SG 4 / PHP 15, 586.00
VICE : LLAMAS, AILEEN L.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : NAYON NG KABATAAN

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : GRADUATE OF PRACTICAL NURSING, MIDWIFERY AND
OTHER ALLIED COURSES
TRAINING : AT LEAST 8 HOURS OF TRAINING IN HOUSEKEEPING
AND CAREGIVING COURSES
EXPERIENCE : AT LEAST 2 YEARS EXPERIENCE ALONG THE PROVISION
OF HOMELIFE SERVICE
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

- 1. OBSERVES AND REPORTS ANY SIGNIFICANT BEHAVIORAL PATTERNS OF CLIENTS TO THE SUPERVISING HOUSEPARENT AS REFERENCE OF THE REHABILITATION TEAM (E.G. INCIDENT, PROGRESS AND BEHAVIORAL REPORT);**
- 2. ADMINISTER MEDICATION TO CLIENTS, IN ACCORDANCE TO SPECIFIC INSTRUCTIONS PROVIDED BY THE MEDICAL OFFICER;**
- 3. PREPARE PRESCRIBED FOOD SUCH AS FOR CLIENTS BY FOLLOWING THE INSTRUCTIONS OF NUTRITIONISTS DIETICIAN APPROPRIATELY;**
- 4. LEADS EDUCATIONAL ACTIVITIES SUCH AS READING, WRITING AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IN BID TO DEVELOP THE CLIENT'S INTEREST AS PART OF LEARNING PROCESS;**
- 5. PROVIDES DIRECT CARE AND SUPERVISION TO ABLE-BODIED CLIENTS IN THE RESIDENTIAL CARE FACILITIES IN PERFORMING DAILY COTTAGE ACTIVITIES;**
- 6. MANAGES DISTRIBUTION OF RESOURCES OF THE COTTAGE TO ENSURE PROPER AND EFFICIENT CONSUMPTION.**
- 7. UNDERTAKES GENERAL HOUSEHOLD DUTIES, INCLUDING CLEANING AND LAUNDRY, IN ORDER TO MAINTAIN THE CLEANLINESS AND ORDERLINESS OF THE COTTAGE.**

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 : OSEC-DSWDB-HP1-518-2004
SALARY GRADE : SG 4 / PHP 15, 586.00
VICE : YABUT, BERMORIE R.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : ELSIE GACHES VILLAGE

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : HIGH SCHOOL GRADUATE
TRAINING : BEHAVIORAL MANAGEMENT/BASIC LIFE SUPPORT/
EXPERIENCE : CAREGIVING FOR INTELLECTUAL DISABILITIES
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 DIRECT CARE AND SUPERVISION TO CLIENTS IN THE RESIDENTIAL FACILITIES IN 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 BASIS ON THE INDICATORS OF SOCIAL FUNCTIONING OF CLIENTS;**
- 8. ATTEND MONTHLY MEETINGS, GSM, RTM AND OTHER PROGRAM/ACTIVITIES INITIATED BY THE CENTER;**
- 9. FACILITATE AS HOSPITAL WATCHER AS NEED ARISES TO CLIENTS INCURRED WITH ILLNESS;**
- 10. REQUESTS FOR SUPPLIES NEEDED IN THEIR RESPECTIVE COTTAGES FROM THE HEAD/SUPERVISING HOUSEPARENT; AND**
- 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/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 ADMINISTRATIVE AIDE IV (DRIVER II)

ITEM NUMBER : OSEC-DSWDB-ADA4-623-2004
SALARY GRADE : SG 4 / PHP 15, 586.00
VICE : SOLEDAD, RICO V.
STATUS : PERMANENT
PLACE OF ASSIGNMENT : MARILLAC HILLS

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 2 YEARS EXPERIENCE AS
PROFESSIONAL DRIVER
ELIGIBILITY : PROFESSIONAL DRIVER'S LICENSE

JOB SUMMARY

UNDER GENERAL SUPERVISION OF THE CENTER HEAD AND FOLLOWING DETAILED RULES AND PROCEDURES, PERFORMS THE SIMPLEST, ROUTINE PROFESSIONAL DRIVING WORK. FURTHERMORE, WILL CARRY OUT OTHER RELATED TASKS ASSIGNED BY THE IMMEDIATE SUPERVISOR.

DUTIES AND RESPONSIBILITIES

1. CONDUCT BLOW BAGETS (BATTERY, LIGHT, OIL, WATER, BRAKE, AIR, GAS, ENGINE AND TIRE) PROCEDURE ON THE ASSIGNED VEHICLE;
2. FILL UP DRIVER TRIP TICKET AND SUBMIT THE SAME ON A DAILY 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 PARTS 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 VEHICLES;
10. RENDER SERVICES WHETHER REGULAR OR OVERTIME, AS NEEDED DURING DISASTERS, EMERGENCIES AND OTHER EXIGENCIES OF THE SERVICE;
11. PREPARES AND SUBMIT INDIVIDUAL PERFORMANCE CONTRACT REVIEW (IPCR);
12. SUBMIT TRAVEL REPORTS AND LIQUIDATION REPORTS;
13. PERFORMS OTHER FUNCTIONS AS MAY BE ASSIGNED BY THE 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 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-CONTRACTUAL-SOCW02-000068
SALARY GRADE : SG 15 / PHP 36, 619.00
VICE : ALFABETO, MARLA C.
STATUS : CONTRACTUAL
PLACE OF ASSIGNMENT : ELSIE GACHES VILLAGE

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)

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 CASE MANAGEMENT REQUIRING TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE ON ADOPTION AND FOSTER CARE AND DOES OTHER RELATED TASK ASSIGNED.

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 SERVICE 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; AND
10. PERFORMS OTHER TASKS AS ASSIGNED BY THE SWO III AND HEAD SOCIAL WORKER.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	15%
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 **JUNE 10, 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 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 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 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.