



VACANCIES AS OF MAY 11, 2023



1 ADMINISTRATIVE ASSISTANT II

ITEM NUMBER : FONCR-COS-ADAS2-000008
SALARY GRADE : SG 8/ PHP 19,744.00
VICE : FARIOLIN, ROD ALLEN
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : OFFICE OF THE REGIONAL CENTER COORDINATOR

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : COMPLETION OF TWO (2) YEARS IN COLLEGE
TRAINING : FOUR (4) HOURS OF RELEVANT TRAINING
EXPERIENCE : ONE (1) YEAR RELEVANT EXPERIENCE
ELIGIBILITY : CAREER SERVICE SUB-PROFESSIONAL/FIRST LEVEL
ELIGIBILITY

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : COMPLETION OF TWO (2) YEARS IN COLLEGE
TRAINING : FOUR (4) HOURS OF RELEVANT TRAINING
EXPERIENCE : ONE (1) YEAR RELEVANT EXPERIENCE
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

- 1. RECEIVE, REVIEW, AND RECORDS INCOMING/OUTGOING COMMUNICATIONS/REPORTS/DOCUMENTS OF THE TWELVE (12) C/RCFS AND HEALTH AND ALLIED SERVICES SECTION (HASS) GIVE TO THE IMMEDIATE SUPERVISOR FOR INITIAL/SIGNATURE OR APPROPRIATE ACTION.**
- 2. DRAFTS/PREPARES GENERIC SIMPLE MEMORANDUM/OFFICIAL COMMUNICATION FOR THE DEPARTMENT.**
- 3. ACTS AS SUPPORT STAFF DURING TRAINING AND CONDUCT ADMINISTRATIVE/ORC.**
- 4. WEEKLY SUBMISSION OF TRACKING TO HEAD EVERY WEEK.**
- 5. MONITOR E-MAILS SENT TO THE ORC.**
- 6. FILING AND SORTING OUT DOCUMENTS**

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-SOCW02-210119
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : NEWLY CREATED POSITION
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : COMMUNITY-BASED SERVICES SECTION
(FAMILY SECTOR)

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 MS IN 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 SKILLS.
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

UNDER GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER III WITH SOME LATITUDE FOR EXERCISE OF INDEPENDENT JUDGEMENT, PERFORM SOMEWHAT DIFFICULT, RESPONSIBLE PROFESSIONAL WORK, PERTAINING CASE MANAGEMENT REQUIRING TRAINING, SOME PROFESSIONAL EXPERIENCE AND BROAD KNOWLEDGE ON THE FAMILY SECTOR AND OTHER RELATED TASKS ASSIGNED

DUTIES AND RESPONSIBILITIES

- 1. IMPLEMENT POLICIES, REGULATION AND WORK PLANS ESTABLISHED BY THE AGENCY AND RENDER DIRECT SERVICE IN ACCORDANCE WITH THE FUNCTION AND OBJECTIVE OF THE AGENCY WITHIN THE AREA OF ASSIGNMENT.**
- 2. CONDUCT INTERVIEWS, HOME VISIT, JAIL VISITS, CASE COUNSELING AND CASE MANAGEMENT CONFERENCES.**
- 3. CONDUCT INTAKE INTERVIEW AND ACCOMPLISHES FORMS THAT WILL DETERMINE CLIENT'S ELIGIBILITY FOR SERVICE/ASSISTANCE.**
- 4. ACCOMPLISHES SOCIAL CASE STUDY REPORTS OF CLIENTS.**
- 5. ASSESS AND RECOMMENDS QUALIFIED CLIENTS FOR FINANCIAL ASSISTANCE.**
- 6. PREPARES AND SUBMIT PROJECT PROPOSAL, CASE STUDIES AND OTHER REPORTS.**
- 7. REFERS NEGLECTED ABANDONS, ABUSED AND EXPLOITED TO CENTER AND RESIDENTIAL**

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 25, 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 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