



VACANCIES AS OF MAY 26, 2023
(CONTRACT OF SERVICE POSITIONS)



1 SOCIAL WELFARE OFFICER III

ITEM NUMBER : FONCR-COS-SOCW03-2305022
SALARY GRADE : SG 18 / PHP 46, 725.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK
TRAINING : EIGHT (8) HOURS OF RELEVANT TRAINING
EXPERIENCE : TWO (2) YEARS OF RELEVANT EXPERIENCE
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK
TRAINING : EIGHT (8) HOURS OF TRAINING IN CASE MANAGEMENT / COUNSELING / COMMUNICATION / FACILITATION SKILLS
EXPERIENCE : TWO (2) YEARS EXPERIENCE IN HANDLING CASE MANAGEMENT AND/OR PROJECT MANAGEMENT
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

UNDER GENERAL SUPERVISION OF THE CENTER HEAD/ ASSISTANT REGIONAL DIRECTOR / C/RCF COORDINATOR/ DIVISION CHIEF AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT, SERVES AS OFFICER-IN- CHARGE OF THE CENTER OR HEAD OF THE UNIT ENGAGED IN VARIED WORK ENGAGING FROM ROUTINE TO VERY DIFFICULT WORK PERTAINING TO IMPLEMENTATION OF PROGRAMS FOR SOCIAL PROTECTION OR PERFORMS DIFFICULT WORK REQUIRING TRAINING AND CONSIDERABLE EXPERIENCE AND INTIMATE KNOWLEDGE OF ADOPTION, FOSTER CARE, MINORS TRAVELLING ABROAD, DISASTER MANAGEMENT, CRISIS INTERVENTION, COMMUNITY-BASED SERVICES, SPECIAL PROJECTS AND LIVELIHOOD, ADMINISTRATIVE AND FISCAL.

DUTIES AND RESPONSIBILITIES

1. SUPERVISES SOCIAL WELFARE OFFICER II ON THE MONITORING CASES OF RESIDENTS
2. REVIEWS ALL DOCUMENTS PERTAINING TO THE CLIENT'S NEED FOR ASSISTANCE AND RECOMMEND APPROVAL/ DISAPPROVAL
3. REVIEWS THE ENTIRE CASE FOLDERS TO ENSURE THE COMPLETENESS OF THE CASE FOLDER AND THE SCSR USING THE PRESCRIBED FORMAT PRIOR TO ENDORSEMENT TO ARD FOR THE RD'S APPROVAL
4. EXECUTES AND IMPLEMENT POLICIES AND PROGRAMS RENDERS ADMINISTRATIVE DECISIONS ON MATTERS WITHIN THE LIMITS OF DELEGATED AUTHORITY
5. SUPERVISES INSTITUTION'S SOCIAL WORKERS IN THE PERFORMANCE OF THEIR DUTIES, AND ASSIGN WORKLOADS TO ENSURE EQUITABLE AND PROPER DISTRIBUTION OF PERSONNEL TO ENSURE EQUITABLE AND PROPER DISTRIBUTION OF PERSONNEL
6. CONDUCTS REGULAR SUPERVISORY CONFERENCES FOR STAFF DEVELOPMENT AND CASE MANAGEMENT FOR BETTER PROGRAM IMPLEMENTATION.
7. ORGANIZE VOLUNTEER GROUPS TO ASSIST AND PROVIDE AUXILIARY SERVICES
8. COORDINATES/TIES UP WITH STAKEHOLDERS, NGOS, AND GO FOR OTHER INTERVENTIONS NEEDED BY RESIDENTS WHICH ARE NOT AVAILABLE AND ACCESSIBLE IN THE CENTER
9. REVIEW AND RECOMMENDS ALTERNATE MEASURE IN RESPONSE TO THE CHALLENGES OF THE CENTER
10. IDENTIFIES THE TRAINING NEEDS OF EACH WORKER AND RECOMMENDS FOR STAFF DEVELOPMENT

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.*

4 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCW02-2305003 TO 2305006
SALARY GRADE : SG 15 / PHP 36, 619.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

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 THE CENTER HEAD AND WITH SOME LATITUDE FOR EXERCISE OF INDEPENDENT JUSGEMENT, 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 TASKS ASSIGNED.

DUTIES AND RESPONSIBILITIES

1. CONDUCTS INTAKE INTERVIEW, DEVELOP CASE STUDY REPORT INCLUDED THE INTERVENTION PLAN BASED ON THE RESULT ON THE ASSESSMENT
2. ACT AS THE CASE MANAGER AND LEAD THE CONDUCT OF CASE MANAGEMENT PLANNING THROUGH INTAKE INTERVIEW, CASE CONFERENCES, IMPLEMENTATION AND MONITORING OF THE RESIDENT'S CONDITION
3. ORIENTS CLIENTS ON HOUSE RULES, REGULATIONS, INTRODUCES CLIENTS TO OTHER RESIDENTS, SOCIAL WORKERS AND OTHER STAFF
4. UNDERTAKES IN-DEPTH DATA GATHERING THROUGH INTERVIEWS WITH CLIENTS AND HIS/HER RELATIVES TO IDENTIFY PROBLEM AND APPROPRIATE INTERVENTION STRATEGIES FOR THE CLIENT AND FORMULATES TREATMENT PLAN FOR THE CLIENTS BASED ON THE CONSULTATIONS AND DATA GATHERED.
5. IMPLEMENTS REHABILITATIVE SERVICES BASED ON THE TREATMENT PLAN AND PREPARES CORRESPONDING MINUTES OF THE PLAN IMPLEMENTATION TO CENTER HEAD
6. PREPARES AND SUBMIT CASE LOAD INVENTORY AND CALENDAR OF ACTIVITIES
7. MAINTAINS FILES, SOCIAL CASE STUDY REPORTS AND DATABANK OF CLIENTS SERVED.
8. SUBMITS REGULAR EVALUATION OF PROGRAM IMPLEMENTATION POINTING OUT THE GAPS IN THE SERVICE AND SUGGEST REMEDIAL MEASURES ON HOW THE PROBLEMS CAN BE MET IN THEIR AREAS.
9. CONDUCT SOCIAL CASE STUDY AND HOME VISIT AND EXTEND ASSISTANCE AND/OR SERVICES TO FAMILIES THROUGH THE SELF-HELP CONCEPT.
10. COORDINATE WITH ALLIED PROFESSIONAL OR SPECIALIST, GOVERNMENT AND NON-GOVERNMENT ORGANIZATION TO ACCESS SERVICES THAT COULD ADDRESS THE NEEDS OF THE RESIDENTS

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 MEDICAL OFFICER III

ITEM NUMBER : FONCR-COS-MDOF3-2305007
SALARY GRADE : SG 21 / PHP 63,997.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : DOCTOR OF MEDICINE
TRAINING : FOUR (4) YEARS OF RELEVANT TRAINING
EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

JOB SUMMARY

UNDER THE DIRECTION OF CENTER HEAD 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. ASSUMES THE PRINCIPAL OBLIGATION AND RESPONSIBILITY TO MANAGE THE RESIDENT'S MEDICAL CONDITION.
2. PERFORMS MEDICAL HISTORY TAKING AND THOROUGH PHYSICAL EXAMINATION OF ALL RESIDENTS
3. REQUESTS FOR ROUTINE LABORATORY EXAMINATIONS AND OTHER NECESSARY WORKUP
4. FORMULATES THE RESIDENT'S MEDICAL PLAN
5. IN CASES OF COMPLICATED MEDICAL CASES/EMERGENCY CASES, FACILITIES REFERRAL TO HOSPITAL
6. SUPERVISES ACTIVITIES OF THE MEDICAL CONDITION
7. PARTICIPATES IN THE INTERVENTION TEAM MEETING AND CASE CONFERENCES TO UPDATE THE TEAM OF THE CURRENT MEDICAL CONDITION
8. ACCOMPLISHES MEDICAL ABSTRACT/ MEDICAL CERTIFICATE OF RESIDENT FOR REFERENCE AND INFORMATION OF OTHER CONCERNED AGENCY/ INSTITUTIONS.
9. PREPARES AND CONDUCTS LECTURES ON HEALTH AND MEDICAL TOPICS AND PROPOSES IEC MATERIALS TO ADVOCATE HEALTHY LIFESTYLE AND PREVENTIVE HEALTH CARE TO RESIDENTS AND STAFF
10. SUBMITS FEEDBACK REPORTS AND CONFIRMATION AND AGREEMENTS DURING MONITORING VISITS AND TECHNICAL ASSISTANCE TO CENTERS/RESIDENTIAL CARE FACILITIES IN RELATION TO HEALTH CONCERNS
11. PREPARE AND DATE PROGRESS NOTES AT EACH VISIT / CONSULTATION
12. PREPARES AND SUBMITS REPORTS AS PER TIMELINE.

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 DENTIST II

ITEM NUMBER : FONCR-COS-DENT2-2305008
SALARY GRADE : SG 17 / PHP 43,030.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : DOCTOR OF DENTAL MEDICINE OR DENTAL SURGERY
TRAINING : FOUR (4) HOURS RELEVANT TRAINING
EXPERIENCE : ONE (1) RELEVANT EXPERIENCE
ELIGIBILITY : RA 1080 (DENTIST)

JOB SUMMARY

UNDER THE DIRECTION OF THE CENTER HEAD AND SUBSTANTIAL LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT PERFORMS SOMEWHAT DIFFICULT, RESPONSIBLE PROFESSIONAL WORK REQUIRING TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE OF DENTAL HEALTH PROGRAMS.

DUTIES AND RESPONSIBILITIES

- 1. PROVIDES BASIC DENTAL SERVICES TO CLIENTS SUCH AS ORAL EXAMINATION, ORAL PROPHYLAXIS, TOOTH EXTRACTION AND TOOTH RESTORATION.**
- 2. PRESCRIBES MEDICATIONS SUCH AS ANTIBIOTICS WHEN NECESSARY TO AVOID INFECTION AFTER EXTRACTION**
- 3. ADMINISTER AESTHETICS TO LIMIT THE AMOUNT OF PAIN EXPERIENCED BY CLIENTS DURING PROCEDURES.**
- 4. EXAMINE TEETH, GUMS, AND RELATED TISSUES, USING DENTAL INSTRUMENTS AND OTHER DIAGNOSTIC EQUIPMENT, TO EVALUATE DENTAL HEALTH, DIAGNOSE DISEASES OR ABNORMALITIES, AND PLAN APPROPRIATE TREATMENTS.**
- 5. ADVISE AND INSTRUCT CLIENTS REGARDING PREVENTIVE DENTAL CARE, THE CAUSES AND TREATMENT OF DENTAL PROBLEMS, AND ORAL HEALTH CARE SERVICES.**
- 6. DIAGNOSE AND TREAT DISEASES, INJURIES, AND MALFORMATIONS OF TEETH, GUMS AND RELATED ORAL STRUCTURES, AND PROVIDE PREVENTIVE AND CORRECTIVE SERVICES.**
- 7. CONDUCT ORAL HEALTH AWARENESS TO RESIDENTS AND STAFF.**
- 8. MAINTAINS DENTAL RECORDS AND DATABASE OF CLIENTS SERVED AND CHECKS ITS PROGRESS TO ENSURE THAT PROPER DENTAL SERVICE IS BEING GIVEN.**

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 NUTRITIONIST DIETITIAN

ITEM NUMBER : FONCR-COS-ND1-2305009
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 202
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN NUTRITION-DIETETICS OR COMMUNITY NUTRITION
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : RA 1080 (NUTRITIONIST DIETITIAN)

JOB SUMMARY

UNDER GENERAL SUPERVISION OF CENTER 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. PREPARES A MENU FOR RESIDENTS IN ACCORDANCE WITH THEIR NUTRITIONAL NEEDS.
2. SUPERVISES PREPARING, COOKING, AND DISTRIBUTING MEALS TO CLIENTS AND OBSERVES RECOMMENDED DIETARY AND NUTRIENT SCHEDULES.
3. PROVIDES GUIDANCE ON THE DEVELOPMENT OF HEALTHY EATING HABITS TO ENSURE THAT THE DIETARY REQUIREMENTS OF THE CLIENTS ARE MET
4. ESTIMATES AND PREPARES DOCUMENTS FOR PURCHASES OF FOOD SUPPLIES AND EQUIPMENT, (PROPOSALS, PURCHASE ORDERS, PURCHASE REQUESTS); RECEIVING, CHECKING, AND TAKING INVENTORIES OF FOOD SUPPLIES
5. PREPARES DAILY MEAL PATTERNS THAT COMBINE FOOD HABITS WITH CLIENTS' REMEDIAL NEEDS AND KEEPS RESPONSES AND PROGRESS TO NEW DIETS.
6. INTERPRETS THE DIETETIC PRESCRIPTION OF THE PHYSICIAN.
7. VISITS ALL DORMS TO KNOW IF THE FOOD IS PROPERLY GIVEN TO THE RESIDENT.
8. 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 THE CONDUCT OF TECHNICAL LEARNING SESSIONS AND/OR DISTRIBUTION OF IC MATERIALS
9. LEADS NUTRITION-RELATED ACTIVITIES TO ENCOURAGE PREVENTION AND HEALTH PROMOTION.
10. PREPARES AND SUBMITS 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.*

4 NURSE I

ITEM NUMBER : FONCR-COS-NUR1-2305010 TO 2305013
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR OF SCIENCE IN NURSING
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : RA 1080 (NURSE)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : BACHELOR OF SCIENCE IN NURSING
TRAINING : FOUR (4) YEARS OF RELEVANT TRAINING
EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE
ELIGIBILITY : RA 1080 (NURSE)

JOB SUMMARY

UNDER GENERAL SUPERVISION OF CENTER HEAD 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. ASSISTS IN CONCEPTUALIZING IEC MATERIALS TO PROMOTE VARIOUS HEALTH-BASED ADVOCACY PROGRAMS
2. CONDUCT REGULAR ROUNDS DURING DUTY AND MONITOR THE MEDICAL CONDITION OF THE RESIDENT
3. ASSIST THE MEDICAL OFFICER DURING MEDICAL CONSULTATION AND ENSURES THAT THE MEDICAL OFFICER'S ORDERS ARE CARRIED OUT PROPERLY.
4. ADMINISTERS MEDICATIONS.
5. PERFORMS HEALTH EDUCATION TO ADDRESS SAFETY CARE NEEDS FOR INJURIES, COMMON COMPLICATIONS, AND PREVALENT ILLNESSES AND FOR THE PROMOTION OF HEALTH.
6. ESCORTS RESIDENTS TO THE HOSPITAL AND OTHER CHARITABLE INSTITUTIONS DURING AN EMERGENCY OR IF NECESSARY.
7. MAINTAINS MEDICAL RECORDS OF CLIENTS AS A REFERENCE FOR MEDICAL OFFICERS IN DIAGNOSING AND PROVIDING TREATMENT.
8. PROMOTES CLIENTS' INDEPENDENCE BY ESTABLISHING CARE GOALS TO UNDERSTAND THE CONDITION AND MEDICATIONS.
9. ASSURES QUALITY OF NURSING CARE BY ADHERING TO THERAPEUTIC STANDARDS, ASSESSING MEDICAL INTERVENTION UNDERTAKEN, MAKING OR RECOMMENDING NECESSARY ADJUSTMENTS; FOLLOWING C/RCF PROTOCOL IN PROVIDING PROPER MEDICAL SERVICE TO CLIENTS.

10. MAINTAINS MEDICAL SUPPLIES INVENTORY BY CHECKING STOCK TO DETERMINE AVAILABILITY; ANTICIPATING NEEDED SUPPLIES, PLACING AND EXPEDITING ORDERS FOR SUPPLIES, AND VERIFYING RECEIPT OF SUPPLIES.
11. ENSURES EFFICIENT AND COORDINATED MEDICAL SERVICES BY COORDINATING AND PLANNING CLINIC ACTIVITIES; COMMUNICATES CLIENTS' NEEDS AND MAKES REFERRALS WHEN NECESSARY.
12. 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.
13. PROVIDE FREQUENT CLIENT EVALUATIONS INCLUDING MONITORING VITAL SIGNS AND PERFORMING ESSENTIAL PROCEDURES DURING EMERGENCY SITUATIONS.
14. PREPARES AND SUBMITS 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.

1 MANPOWER DEVELOPMENT OFFICER II

ITEM NUMBER : FONCR-COS-MD02-2305014
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE
TRAINING : FOUR (4) HOURS RELEVANT TRAINING
EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE
ELIGIBILITY : CAREER SERVICE PROFESSIONAL / SECOND-LEVEL ELIGIBILITY

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN BUSINESS ALLIED COURSES
TRAINING : EIGHT (8) HOURS OF RELEVANT TRAINING
EXPERIENCE : TWO (2) YEARS RELEVANT EXPERIENCE
ELIGIBILITY : NONE REQUIRED

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. SUPERVISES THE PRODUCTIVITY SERVICE.
2. EXECUTES PRODUCTIVITY ACTIVITIES, POLICIES AND RECOMMENDS CHANGES.
3. EVALUATES THE IMPLEMENTATION OF THE PRODUCTIVITY ACTIVITIES.
4. COORDINATES WITH THE INTERVENTION TEAM MEMBERS ON PROBLEMS ENCOUNTERED BY THE RESIDENTS
5. PREPARES BUDGET ESTIMATES INCLUDING SUPPLIES AND MATERIALS NEEDED IN THE SERVICE
6. TEACHES POTENTIAL RESIDENTS USING SPECIAL AND ADOPTED METHODS, AND TECHNIQUES TO AID THEM IN THEIR PHYSICAL REHABILITATION.
7. PREPARES AND SUBMITS REPORTS AS PER TIMELINE

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 ADMINISTRATIVE OFFICER II

ITEM NUMBER : FONCR-COS-ADOF2-2305016
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

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 BUSINESS MANAGEMENT, COMMERCE, AND ACCOUNTING MANAGEMENT
TRAINING : EIGHT (8) HOURS OF RELEVANT TRAINING
EXPERIENCE : TWO (2) YEARS RELEVANT EXPERIENCE
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

UNDER DIRECTION OF THE CENTER HEAD/OIC, PERFORMS OFFICE AND/OR ADMINISTRATIVE FUNCTIONS IN FINANCIAL MANAGEMENT OF THE OFFICE AND OTHER RELATED TASK

DUTIES AND RESPONSIBILITIES

- 1. PREPARATION OF WORK AND FINANCIAL PLAN, MONTHLY DISBURSEMENT PLAN AND FINANCIAL PLAN**
- 2. MONITORING OF FUND UTILIZATION**
- 3. REVOLVING FUNDS (REPLENISHMENT/LIQUIDATION)**
- 4. PREPARATION OF WORK AND FINANCIAL PLAN AND FINANCIAL PLAN IMPLEMENTATION**
- 5. PREPARATION AND TRACKING OF PURCHASE REQUEST**
- 6. PREPARATION OF PROCUREMENT MANAGEMENT PLAN IMPLEMENTATION (PPMPI)**
- 7. PREPARATION OF SUBMISSION OF OBLIGATION REQUEST AND STATUS AND CERTIFICATE OF AVAILABILITY OF FUND**
- 8. PREPARATION OF COMMUNICATION LETTER/ COMMUNICATION CONCERNING FINANCIAL MATTERS SUCH AS PROJECT PROPOSAL, MODIFICATION, JUSTIFICATION, ENDORSEMENT OF CREATION OF JOB ORDER POSITION AND OTHER RELATED DOCUMENTS.**
- 9. ACTS AS THE WFP FOCAL OF THE CENTER**
- 10. PERFORM OTHER RELATED TASKS AND FUNCTIONS TO BE ASSIGNED BY 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.

1 ADMINISTRATIVE OFFICER II

ITEM NUMBER : FONCR-COS-ADOF2-2305017
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELORS 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 : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
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 AND SHALL FUNCTION AS A PSYCHOMETRICIAN.

DUTIES AND RESPONSIBILITIES

- 1. ADMINISTERS, SCORES, AND INTERPRETS PSYCHOLOGICAL TESTS SUCH AS COGNITIVE ACTIVITY PERSONALLY, APTITUDE, INTERESTS, AND VALUES EXCLUDING PROJECTIVE AND HIGHER FORMS OF TESTS**
- 2. PREPARE EVALUATION REPORTS; PERFORM / CONDUCTS INDIVIDUAL / GROUP SESSIONS.**
- 3. TO PROVIDE MENTAL HEALTH AND PSYCHOLOGICAL SUPPORT INTERVENTIONS.**
- 4. ATTENDS CASE MANAGEMENT CONFERENCES, WORKSHOPS, TRAINING, AND STAFF MEETINGS.**
- 5. COORDINATES IN THE FORMULATION OF REHABILITATION PLANS, AND ASSUMES**
- 6. RESPONSIBILITIES FOR THE IN-SERVING TRAINING OF STUDENTS (RENDERING PSYCHOLOGICAL SERVICES AND VOLUNTEERS).**
- 7. HANDLES SPECIAL CASES REFERRED TO THE CENTER THAT REQUIRES PSYCHOLOGICAL SERVICES/ INTERVENTION**
- 8. COORDINATES ALL ACTIVITIES UNDER ADMINISTRATIVE SERVICES UNITS.**

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 ADMINISTRATIVE OFFICER I

ITEM NUMBER : FONCR-COS-ADOF2-2305015
SALARY GRADE : SG 10 / PHP 23,176.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELORS 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 : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : NONE REQUIRED

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. PROVIDES THERAPEUTIC ACTIVITIES WITH LEISURE TO CLIENTS WITH MILD, MODERATE, AND PROFOUND INTELLECTUAL DISABILITY.
2. UNDERTAKES NATURE STUDY ENVIRONMENT AWARENESS AS OFTEN AS POSSIBLE WITH CLIENTS.
3. ASSESS THE WARDS ATTENDING THE ACTIVITY THERAPY INITIALLY, AND QUARTERLY AND SUBMIT AN EVALUATION OF THE SAME.
4. FORMULATES REHABILITATION PLANS FOR THOSE WARDS ATTENDING ACTIVITY THERAPY.
5. PREPARES AND SCHEDULES EDUCATION EXPOSURES FOR THOSE ATTENDING ACTIVITY THERAPY.
6. SUPERVISES PRACTICUM STUDENTS IN PSYCHOLOGY GAINING EXPERIENCES IN ACTIVITY THERAPY.
7. ATTENDS MEETINGS OF THE PSYCHOLOGICAL SERVICE, GENERAL STAFF MEETINGS, AND OTHER GATHERINGS CALLED FOR THE JOB.
8. CONDUCTING BEHAVIORAL ASSESSMENT FOR INTERVENTION PLANNING AND CASE MANAGEMENT WITH THE SUPERVISION OF THE PSYCHOLOGIST.
9. PERFORMS OTHER RELATED TASKS AS ASSIGNED BY THE IMMEDIATE SUPERVISOR.

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 5, 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/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 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

2 ADMINISTRATIVE ASSISTANT II

ITEM NUMBER : FONCR-COS-ADAS2-2305018 / 2305019
SALARY GRADE : SG 8 / PHP 19,744.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

JOB SUMMARY

UNDER GENERAL SUPERVISION OF THE SOCIAL WELFARE OFFICER. PERFORMS SOME TECHNICAL AND DIRECT ADMINISTRATIVE TASKS TO FACILITATE DETAILED COMPLIANCE TO RA 9184 ALSO KNOWN AS "GOVERNMENT PROCUREMENT REFORM ACT, TO SERVE THE NEEDS OF THE FIELD OFFICE PERTAINING TO SUPPLIES, PROPERTIES AND FOODSTUFF.

DUTIES AND RESPONSIBILITIES

1. RECEIVES PROPERTY, PLANT AND EQUIPMENT (PPE) DELIVERED THROUGH PURCHASE OR DONATION. SUBMIT REPORT OF SEMESTRAL/ PURCHASED EQUIPMENT WITHIN (5) DAYS UPON RECEIVED TO PROPERTY AND ASSETS SECTION FIELD OFFICE FOR RECORDING AND MONITORING.
2. RECORDS PPE IN THE REGISTRY BOOK AND PROPERTY CARD INDICATING USED NUMBER OF ITEMS RECEIVED, DESCRIPTION, SERIAL NUMBER IF ANY AND AMOUNT/COST PER ITEM OF PPE
3. PREPARES THE PROPER ACCOUNTABILITY RECEIPT (PAR) FOR ISSUANCE TO ACCOUNTABLE PERSON WHO WILL USE THE PPE, ASSIGNED CORRESPONDING PROPERTY NUMBER AND POST ON PPE
4. MAINTAINS PREVENTIVE MAINTENANCE RECORD OF THE PPE WHILE THE PPE IN SERVICEABLE
5. PREPARES AND SUBMITS RECORDS OF SERVICEABLE AND UNSERVICEABLE IN THE GENERAL FORM NUMBER 13 AND 12 (INVENTORY REPORT OF SERVICEABLE PROPERTY AND INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PPE)
6. PREPARES REQUISITION ISSUANCE SLIP (RIS) FOR THE REPLACEMENT OF UNSERVICEABLE PPE FOR APPROVAL.

7. REGULARLY CONDUCT CHECK, INSPECTION AND ASSESSMENT ON THE ISSUED PPE OF ITS SERVICEABILITY.
8. ASSISTS THE REGIONAL PPE INVENTORY COMMITTEE IN THE CONDUCT OF PHYSICAL COUNT OF SERVICEABLE AND UNSERVICEABLE PPES AS PER SCHEDULE OF THE UNDERTAKING.
9. PREPARES THE PRE-REPAIR INSPECTION REPORT OF PPE
10. SUBMIT OR USE OF REPAIR FOR INSPECTION AND APPROVAL.
11. ENSURES THAT UNSERVICEABLE PPE'S ARE WELL-STORED IN SAFE PLACE FOR PROPER INSPECTION AND INVENTORY BY THE PPE INVENTORY COMMITTEE
12. PERFORM OTHER RELATED TASKS AND FUNCTIONS TO BE ASSIGNED BY 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.

1 ADMINISTRATIVE AIDE IV (DRIVER II)

ITEM NUMBER : FONCR-COS-ADA4-23058021
SALARY GRADE : SG 4 / PHP 15, 586.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : ELEMENTARY SCHOOL GRADUATE
TRAINING : NONE REQUIRED
EXPERIENCE : NONE REQUIRED
ELIGIBILITY : PROFESSIONAL DRIVER'S LICENSE

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. DRIVES THE OFFICIAL VEHICLE;
2. ATTENDS TO MAINTENANCE OF OFFICIAL VEHICLE;
3. PREPARES MINOR REPAIR AND TROUBLESHOOTING;
4. ACTS AS MESSENGER/LIAISE DOCUMENTS, WHEN REQUESTED;
5. PREPARE REQUIREMENTS ON THE USE OF OFFICIAL VEHICLE; AND
6. PREPARES REQUISITION ISSUANCE SLIP (RIS) FOR THE REPLACEMENT OF UNSERVICEABLE PPE FOR APPROVAL
7. PROPERLY ACCOMPLISH VEHICLE TRIP TICKET
8. PERFORMS OTHER RELATED FUNCTIONS

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 HOUSEPARENT III

ITEM NUMBER : FONCR-COS-HP3-2305022
SALARY GRADE : SG 9 / PHP 21,211.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : HIGH SCHOOL GRADUATE
TRAINING : FOUR (4) HOURS RELEVANT TRAINING
EXPERIENCE : ONE (1) YEAR RELEVANT EXPERIENCE
ELIGIBILITY : NONE REQUIRED

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : GRADUATE OF MIDWIFERY / PRACTICAL NURSING OR ALLIED COURSES
TRAINING : EIGHT (8) HOURS RELEVANT TRAINING
EXPERIENCE : TWO (2) YEAR RELEVANT EXPERIENCE
ELIGIBILITY : NONE REQUIRED

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. SUPERVISES THE IMPLEMENTATION OF PROGRAMS AND SERVICES OF THE CENTER'S HOMELIFE
2. ASSISTS IN PROVIDING SUPERVISION AND TECHNICAL ASSISTANCE TO HOMELIFE STAFF TO ENSURE QUALITY HOMELIFE SERVICE.
3. FORMULATES POLICIES AND PROGRAMS TO IMPROVE REHABILITATION PROGRAMS FOR CLIENTS IN THE CENTER.
4. EVALUATES PROGRAMS AND ACTIVITIES ALONG HOMELIFE SERVICE AS PART OF THE REHABILITATION PLAN.
5. PREPARES WORK SCHEDULES OF HOMELIFE STAFF TO ENSURE PROPER ENDORSEMENT OF TASKS AND COTTAGES.
6. CONSOLIDATES BEHAVIORAL AND PROGRESS REPORTS OF CLIENTS AS THE BASIS OF OTHER SERVICES IN EVALUATING/ MONITORING THE REHABILITATION PLAN FOR THE CLIENTS
7. HOLDS MEETING FOR HOMELIFE STAFF TO GAIN FEEDBACK AND ENSURE THAT THE REHABILITATION PLAN IS IMPLEMENTED IN EACH COTTAGE.
8. COORDINATES WITH OTHER ALLIED SERVICES REGARDING THE REHABILITATION OF RESIDENTS.
9. CONDUCTS HOMELIFE SERVICE MEETINGS WITH THE HOUSEPARENTS'
10. SUBMITS HOMELIFE SERVICE ACCOMPLISHMENT REPORTS.
11. ATTENDS MEETINGS AND CASE CONFERENCES.

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 **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.*

17 HOUSEPARENT II

ITEM NUMBER : FONCR-COS-HP2-2305023 TO 2305039
SALARY GRADE : SG 6 / PHP 17, 553
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : HIGH SCHOOL GRADUATE
TRAINING : NONE REQUIRED
EXPERIENCE : 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. OBSERVES AND REPORT ANY SIGNIFICANT BEHAVIORAL PATTERNS OF CLIENTS TO THE SUPERVISING HOUSEPARENT AS A REFERENCE OF THE REHABILITATION TEAM (E.G. INCIDENT, PROGRESS, AND BEHAVIORAL REPORT)
2. ADMINISTER MEDICATION TO CLIENTS, IN ACCORDANCE WITH SPECIFIC INSTRUCTIONS PROVIDED BY THE MEDICAL OFFICER.
3. PREPARE PRESCRIBED FOOD SUCH AS FOR CLIENTS BY FOLLOWING THE INSTRUCTIONS OF THE NUTRITIONIST DIETICIAN APPROPRIATELY
4. LEADS EDUCATIONAL ACTIVITIES SUCH AS READING, WRITING, AND PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IN A BID TO DEVELOP THE CLIENT'S INTEREST AS PART OF THE LEARNING PROCESS
5. PROVIDES DIRECT CARE AND SUPERVISION TO ABLE-BODIED CLIENTS IN THE RESIDENTIAL CARE FACILITIES IN PERFORMING DAILY COTTAGE ACTIVITIES.
6. ASSIST RESIDENTS IN UNDERTAKING GENERAL HOUSEHOLD DUTIES, INCLUDING CLEANING AND LAUNDRY, IN ORDER TO MAINTAIN THE CLEANLINESS AND ORDERLINESS OF THE COTTAGE
7. PROVIDE NURSING CARE, ESPECIALLY TO RESIDENTS WHO ARE UNABLE TO ATTEND TO THEIR OWN PERSONAL CARE.
8. ACTS AS A WATCHER IN THE HOSPITAL AND EXECUTIVE-ON-DUTY WHEN NECESSARY.
9. CHECKS THE RESIDENTS' PERSONAL BELONGINGS ONCE ADMITTED TO THE CENTER. ALL VALUABLES SHALL BE SORTED, RECORDED, AND TURNED OVER TO THE SOCIAL WELFARE IN CHARGE.
10. OTHER RELATED TASKS ASSIGNED BY THE HOMELIFE SUPERVISOR OR CENTER HEAD.

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 **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.

3 COOK II

ITEM NUMBER : FONCR-COS-COK2-2305040 TO 2305042
SALARY GRADE : SG 5 / PHP 16,543.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

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

JOB SUMMARY

UNDER GENERAL SUPERVISION OF CENTER HEAD AND NUTRITIONIST DIETICIAN I AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGMENT, PERFORMS MENU PLANNING, PURCHASING OF SUPPLIES AND DAILY PREPARATION OF NUTRITIOUS MEALS AND SNACKS SERVED TO THE CLIENTS IN THE CENTER. WORKS IN CONSULTATION WITH NUTRITIONIST DIETICIANS TO ENSURE THE SMOOTH OPERATION OF THE KITCHEN AND ITS COORDINATION WITH THE OTHER PROGRAMS OF THE CENTER.

DUTIES AND RESPONSIBILITIES

1. CONDUCT HOUSEKEEPING TASKS NECESSARY TO MAINTAIN THE KITCHEN IN AN ORGANIZED, CLEAN, SAFE, AND HYGIENIC CONDITION AT ALL TIMES
2. PREPARES MEALS IN ACCORDANCE WITH RECIPES AND MENU AND TO THE RECOMMENDATION OF THE NUTRITIONIST DIETICIAN
3. CONDUCTS REGULAR INVENTORY OF KITCHEN EQUIPMENT AND SUPPLIES CHECKS, INSPECTS, AND ACCEPTS FOOD SUPPLIES DELIVERED TO THE CENTER TO ENSURE THE BEST QUALITY OF PRODUCTS LIKE SIZE AND QUALITY OF FISH, FRESHNESS OF MEAT, AND THE LIKE.
4. CLEANS AND STORES RAW FOODSTUFF DELIVERIES
5. CHECK THE AVAILABILITY OF INGREDIENTS NEEDED FOR THE NEXT DAY'S MENU
6. ESTABLISHES AND MAINTAINS COMMUNICATION AND CONSULTATION WITH CLIENTS AND OTHER SERVICES REGARDING THE CLIENTS' DIETARY RESTRICTIONS, ALLERGIES, ETC.
7. PREPARES REQUISITION OF NON-PERISHABLE FOODS, TOILETRIES, AND OTHER SUPPLIES.

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 **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.

2 ADMINISTRATIVE AIDE VI

ITEM NUMBER : FONCR-COS-ADA6-2305019 / 2305020
SALARY GRADE : SG 6 / PHP 17,553.00
VICE : NEWLY CREATED POSITION AS OF MAY 22, 2023
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : BAHAY SILUNGAN SA BARANGAY COMMUNITY CENTER

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 GENERAL SUPERVISION OF THE SOCIAL WELFARE OFFICER III AND FOLLOWING DETAILED RULES AND PROCEDURES, PERFORMS THE SIMPLEST, ROUTINE PROFESSIONAL WORK.

DUTIES AND RESPONSIBILITIES

1. ACT AS LIAISON OFFICER OF THE CENTER
2. RECORDS IN-COMING & OUT-GOING COMMUNICATION
3. ASSISTS AND FACILITATES PAYROLL PREPARATION.
4. DRAFTS/PREPARES GENERIC SIMPLE MEMORANDUM/OFFICIAL COMMUNICATION FOR THE DEPARTMENT.
5. PROVIDES ADMINISTRATIVE SUPPORT BY RECEIVING AND MAKING CALLS AND ATTENDING TO CLIENTS' NEEDS.
6. PERFORMS OTHER RELATED TASKS WHICH MAY BE ASSIGNED BY THE SUPERVISOR/CENTER HEAD

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 5, 2023 NOT LATER THAN 5:00 PM:

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;
16. Photocopy of Certificate/s of previous and present Employment (if applicable);
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.
8. For multiple applications, please submit separate application requirements for each desired position.
9. For walk-in applicants, please ensure to submit your documents with a clip fastener.
10. Present original or authenticated copies of the above documentary requirements for verification during the filling of the application.
11. 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.
12. 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