



VACANCIES AS OF MAY 11, 2023



1 NURSE I

ITEM NUMBER : FONCR-COS-NUR1-210703
SALARY GRADE : 15 / PHP 36,619.00
VICE : AKOL, CATHERINE ROSE
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : ELSIE GACHES VILLAGE

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN NURSING
EXPERIENCE : NONE REQUIRED
TRAINING : NONE REQUIRED
ELIGIBILITY : RA 1080 (NURSE)

JOB SUMMARY

PROVIDE PROPER MEDICAL SERVICE THROUGH EFFECTIVE AND EFFICIENT NURSING CARE ADHERENT TO PROFESSION AND DSWD STANDARDS.

DUTIES AND RESPONSIBILITIES

- 1. MAINTAINS RESIDENTS' MEDICAL RECORDS AS A REFERENCE TO THE MEDICAL OFFICER'S DIAGNOSIS AND TREATMENT PLAN.**
- 2. PROMOTION OF CLIENTS' INDEPENDENCE BY ESTABLISHING CARE GOALS TO UNDERSTAND THE CONDITION AND MEDICATIONS.**
- 3. ASSURES QUALITY OF NURSING CARE BY ADHERING TO THERAPEUTIC STANDARDS, ASSESSING MEDICAL INTERVENTION UNDERTAKEN, AND MAKING OR RECOMMENDING NECESSARY ADJUSTMENTS FOLLOWING C/RCF PROTOCOLS IN PROVIDING MEDICAL SERVICE TO RESIDENTS.**
- 4. MAINTAIN AND REGULARLY INVENTORY MEDICAL SUPPLIES TO DETERMINE STOCK AVAILABILITY, ANTICIPATE NEEDED SUPPLIES, PLACE OR EXPEDITE ORDERS FOR SUPPLIES AND MATERIALS, AND VERIFY RECEIPT OF SUPPLIES.**
- 5. ENSURES EFFICIENT AND COORDINATED MEDICAL SERVICE THROUGH COMMUNICATION WITH RESIDENTS AND ALLIED STAFF. MAKE REFERRALS FOR EXTERNAL RESOURCES IF NECESSARY.**
- 6. ADMINISTERS AND CHECKS PROPER MEDICATION AS PRESCRIBED BY THE MEDICAL OFFICER.**
- 7. PROVIDE FREQUENT CLIENT EVALUATION INCLUDING MONITORING VITAL SIGNS AND PERFORMING ESSENTIAL PROCEDURES DURING EMERGENCIES.**

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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%**.

6 HOUSEPARENT I

ITEM NUMBER : FONCR-COS-HP1-001190 /
FONCR-COS-HP1-000534 /
FONCR-COS-HP1-220151 /
FONCR-COS-HP1-000548 /
FONCR-COS-HP1-000561 /
FONCR-COS-HP1-001189

SALARY GRADE : 4 / PHP 15,586.00

VICE : FABRO, BAYANI V. /
RELAYO, AMORSOLO S. /
GUARDIALAO, LOIDA H. /
SANTOS, MA. CRISTINA J. /
CONCEPCION, EDFRIL L. /
TORRES, MARISSA M.

STATUS : CONTRACT OF SERVICE

PLACE OF ASSIGNMENT : ELSIE GACHES VILLAGE

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : HIGH SCHOOL GRADUATE

EXPERIENCE : NONE REQUIRED

TRAINING : NONE REQUIRED

ELIGIBILITY : NONE REQUIRED

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION	: HIGH SCHOOL GRADUATE
EXPERIENCE	: BEHAVIORAL MANAGEMENT/BASIC LIFE SUPPORT/FIRST AID
TRAINING	: 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 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.
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	30%
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 OFFICER II

ITEM NUMBER	: FONCR-COS-ADOF-2207001
SALARY GRADE	: 11 / PHP 27,000.00
VICE	: NEWLY CREATED POSITION DATED JULY 7, 2022
STATUS	: CONTRACT OF SERVICE
PLACE OF ASSIGNMENT	: INA HEALING CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION	: BACHELOR'S DEGREE IN PSYCHOLOGY
EXPERIENCE	: NONE REQUIRED
TRAINING	: NONE REQUIRED
ELIGIBILITY	: RA 1080 (PSYCHOMETRICIAN)

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF OIC/CENTER HEAD AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGEMENT, PERFORMS SOMEWHAT DIFFICULT, RESPONSIBLE PROFESSIONAL WORK REQUIRING TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE OF A SPECIAL SUBJECT MATTER.

DUTIES AND RESPONSIBILITIES

1. FUNCTIONING AS PSYCHOMETRICIAN.
2. ADMINISTERS AND EVALUATES PSYCHOLOGICAL TESTS AS BASIS OF DIAGNOSIS, REFERRAL TO OTHER SERVICES AND FORMULATION OF PSYCHOLOGICAL INTERVENTION FOR CLIENTS.
3. ASSESSES CLIENT'S NEEDS, ABILITIES, BEHAVIOR USING SERIES OF PSYCHOLOGICAL TESTS, INTERVIEWS, AND DIRECT OBSERVATION OF BEHAVIOR AS BASIS OF FORMULATION OF APPROPRIATE REHABILITATION PLAN.
4. COLLABORATES WITH OTHER DISCIPLINES (E.G. MEDICAL, SOCIAL AND PRODUCTIVITY SERVICE) TO ENSURE IMPLEMENTATION OF REHABILITATION PLAN FOR CLIENTS.
5. DEVELOPS AND EVALUATE PSYCHOLOGICAL INTERVENTION PLAN TO IMPROVE CLIENTS' PSYCHOLOGICAL WELL-BEING AS PART OF THE REHABILITATION PLAN.
6. COUNSELS CLIENTS AND STAFF WHEN NEEDED.
7. PRESENTS PSYCHOLOGICAL DIAGNOSIS DURING CASE CONFERENCE TO MONITOR THE DEVELOPMENT OF THE CASE AND FORMULATION OF REHABILITATION PLAN.
8. RECOMMENDS THE FORMULATION OR MODIFICATION OF POLICIES AND PROCEDURES RELATIVE TO PSYCHOLOGICAL SERVICES TO ENSURE QUALITY AND EFFECTIVENESS.
9. SUPERVISES AND PROVIDES TECHNICAL KNOWLEDGE TO INTERNS PLACED IN THE CENTER (COMMUNITY-BASED) CARE FACILITIES TO EQUIP THEM WITH QUALITY HANDS-ON TRAINING IN PROVIDING PSYCHOLOGICAL SERVICE.
10. MONITORS AND PURCHASES PSYCHOLOGICAL TEST MATERIALS FOR THE CONSUMPTION OF CLIENTS IN THE CENTER TO ENSURE ACCURACY DURING EVALUATION.
11. PREPARES AND REVIEWS PSYCHOLOGICAL ASSESSMENT/REPORT OF CLIENTS TO ENSURE ACCURATE AND PRECISE DIAGNOSIS AS REFERENCE OF OTHER SERVICES IN IDENTIFYING OTHER NEEDS TO BE GIVEN TO THE CLIENTS.
12. FACILITATES/CONDUCT GRIEF RECOVERY PROGRAM SESSIONS TO BEREAVED CLIENTS, AND OTHER RELEVANT ACTIVITIES SUCH AS MEETINGS, CASE CONFERENCE, CONSULTATION DIALOGUE, AND SEMINARS/TRAINING WORKSHOP.
13. CONDUCT GRIEF COUNSELLING IN THE CENTER AND IN THE COMMUNITY.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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 II

ITEM NUMBER : FONCR-COS-SOCW02-2112165
SALARY GRADE : 15 / PHP 36,619.00
VICE : BEQUILLA, KRISTINA D.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : JOSE FABELLA CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK
EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING : FOUR (4) HOURS RELEVANT TRAINING
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

PREFERRED QUALIFICATION (COMPETENCY-BASED)

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

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER V AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGEMENT, 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 WITH THE CLIENTS AS PART OF THE PROTOCOL.
2. ORIENT CLIENTS ON HOUSE RULES, REGULATIONS, INTRODUCES CLIENTS TO OTHER RESIDENTS, SOCIAL WORKERS, AND OTHER STAFF.
3. 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 CONSULTATION AND DATA GATHERED.
4. IMPLEMENTS REHABILITATIVE SERVICES BASED ON THE TREATMENT PLAN AND PREPARES CORRESPONDING MINUTES OF THE PLAN IMPLEMENTATION TO CENTER HEAD.
5. PREPARES AND SUBMIT CASE STUDY REPORTS AND DATABANK OF CLIENTS SERVED.
6. MAINTAIN FILES, SOCIAL CASE STUDY REPORTS AND DATABANK OF CLIENTS SERVED.
7. 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.
8. CONDUCT SOCIAL CASE STUDY AND HOME VISIT, AND EXTEND ASSISTANCE AND/OR SERVICES TO FAMILIES THROUGH THE SELF-HELP CONCEPT.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	

INITIAL QUALIFYING TEST SPECIAL / TECHNICAL EXAM	10%
PANEL INTERVIEW	15%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	10%
	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%**.

2 NURSE I

ITEM NUMBER : FONCR-COS-NUR1-210716 /
FONCR-COS-NUR1-210719

SALARY GRADE : 15 / PHP 36,619.00

VICE : CASANAS, ROBERT JASON /
PARA, JULIE ANN

STATUS : CONTRACT OF SERVICE

PLACE OF ASSIGNMENT : JOSE FABELLA CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN NURSING

EXPERIENCE : NONE REQUIRED

TRAINING : NONE REQUIRED

ELIGIBILITY : RA 1080 (NURSE)

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN NURSING

EXPERIENCE : AT LEAST WITH ONE (1) YEAR EXPERIENCE IN
RENDERING NURSING CARE IN
CENTERS/RESIDENTIAL CARE FACILITIES

TRAINING : WITH ADVANCED TRAINING ON NURSING CARE
WITH EXPERTISE IN HANDLING GERIATRIC,
PSYHIATRIC, AND CLIENTS WITH
INTELLECTUAL DISABILITES

ELIGIBILITY : RA 1080 (NURSE)

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER V AND MEDICAL SPECIALIST I AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGEMENT, PERFORMS SOMEWHAT DIFFICULT, RESPONSIBLE PROFESSIONAL WORK REQUIRING TRAINING, SOME EXPERIENCE AND BROAD KNOWLEDGE OF A SPECIAL SUBJECT MATTER.

DUTIES AND RESPONSIBILITIES

1. MAINTAINS MEDICAL RECORDS OF CLIENTS AS REFERENCE OF MEDICAL OFFICERS IN DIAGNOSING AND PROVIDING TREATMENT.
2. PROMOTES CLIENTS' INDEPENDENCE BY ESTABLISHING CARE GOALS TO UNDERSTAND THE CONDITION AND MEDICATIONS.
3. 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.
4. MAINTAINS MEDICAL SUPPLIES INVENTORY BY CHECKING STOCK TO DETERMINE AVAILABILITY; ANTICIPATING NEEDED SUPPLIES, PLACING AND EXPEDITING ORDERS FOR SUPPLIES, VERIFYING RECEIPT OF SUPPLIES.
5. ENSURES EFFICIENT AND COORDINATED MEDICAL SERVICES BY COORDINATING AND PLANNING CLINIC ACTIVITIES; COMMUNICATES CLIENTS' NEEDS AND MAKES REFERRALS WHEN NECESSARY.
6. ADMINISTERS AND CHECKS PROPER MEDICATION ORDER AS PRESCRIBED BY THE MEDICAL OFFICER III AND REVIEWS DRUGS/MEDICINE ON STOCK TO ENSURE THAT IT DOES NOT EXCEED THE EXPIRATION DATE.
7. PROVIDE FREQUENT CLIENT EVALUATIONS INCLUDING MONITORING VITAL SIGNS AND PERFORM ESSENTIAL PROCEDURES DURING EMERGENCY SITUATIONS.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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

ITEM NUMBER : FONCR-COS-ADA4-2203050
SALARY GRADE : 4 / PHP 15,586.00
VICE : BOQUEO, GINABEL
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : SANCTUARY CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : AT LEAST TWO (2) YEARS OF COLLEGE
EDUCATION
EXPERIENCE : ONE (1) YEAR EXPERIENCE IN OFFICE
ADMINISTRATION / RECORDS MANAGEMENT /
BASIC IT COURSE
TRAINING : FOUR (4) HOURS RELEVANT TRAINING
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF SOCIAL WELFARE OFFICER V AND HEAD OF ADMINISTRATION UNIT AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGEMENT, RESPONSIBLE PROFESSIONAL WORK PERTAINING RECORDS MANAGEMENT REQUIRING TRAINING, SOME EXPERIENCE AND BASIC KNOWLEDGE IN IT TROUBLE SHOOTING, DOES OTHER RELATED TASK ASSIGNED.

DUTIES AND RESPONSIBILITIES

- 1. PREPARES AND SUBMIT OFFICE RECORDS AND INVENTORY.**
- 2. MAINTAINS FILES, OFFICE PERSONNEL RECORDS, DOCUMENTS FOR DISPOSAL.**
- 3. PROVIDES BASIC IT TROUBLESHOOTING AND MAKE NECESSARY RECOMMENDATION FOR IMMEDIATE MID-TERM AND LONG TERM SOLUTIONS.**
- 4. 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.**
- 5. SUBMITS REGULAR ACCOMPLISHMENT REPORTS ON PRIMARY AND OTHER ASSIGNED TASKS AS REQUIRED BY THE DEPARTMENT.**
- 6. ATTEND UNIT AND GENERAL STAFF MEETING.**

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	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%**.

2 ADMINISTRATIVE AIDE IV

ITEM NUMBER : FONCR-COS-ADA4-000710 / FONCR-COS-ADA4-2203003

SALARY GRADE : 4 / PHP 15,586.00

VICE : ZAMORA, RINALYN R. /
ROSADINO, MARIFE G.

STATUS : CONTRACT OF SERVICE

PLACE OF ASSIGNMENT : INA HEALING CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : COMPLETION OF TWO (2) YEARS OF
STUDIES IN COLLEGE

EXPERIENCE : NONE REQUIRED

TRAINING : NONE REQUIRED

ELIGIBILITY : CAREER SERVICE SUB-PROFESSIONAL /
FIRST-LEVEL ELIGIBILITY

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : COMPLETION OF FOUR (4) YEARS OF
STUDIES IN COLLEGE

EXPERIENCE : NONE REQUIRED

TRAINING : NONE REQUIRED

ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF OIC/CENTER HEAD AND WITH SOME LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGEMENT. FUNCTIONING AS RECORDS CUSTODIAN

DUTIES AND RESPONSIBILITIES

- 1. MAINTAIN THE INVENTORY OF ALL RECORDS AND PROPERLY LABEL**
- 2. MAINTAIN THE PROPER FILLING OF ALL RECORDS**
- 3. OCULAR INSPECTION REPORT**
- 4. REPORT ON SUPPLIES AND MATERIALS ISSUED**
- 5. INVENTORY OF RECORDS FOR DISPOSAL**
- 6. REPORTS ON MAINTENANCE AND SAFEKEEPING OF RECORDS**
- 7. DISPOSAL OF VALUELESS**
- 8. RECORDS HOLDINGS INVENTORY**
- 9. REPORTS ON RESOURCE GENERATION**

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	20%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	5%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	15%
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 MAY 25, 2023 NOT LATER THAN 5:00 PM:

1. Application letter addressed to **ATTY. MICHAEL JOSEPH J. LORICO, 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 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/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 merit and fitness.