



VACANCIES AS OF MAY 2, 2023



1 ADMINISTRATIVE ASSISTANT III

ITEM NUMBER : FONCR-COS-ADAS3-2203083
SALARY GRADE : 9 / PHP 21,211.00
VICE : VENTAYEN, JOHN ARVIN C.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : REHABILITATION SHELTERED WORKSHOP

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

JOB SUMMARY

UNDER THE GENERAL SUPERVISION OF THE CHIEF ADMINISTRATIVE OFFICER WITH SOME LATITUDE TO THE SUPERVISING ADMINISTRATIVE OFFICER AND ADMINISTRATIVE OFFICER V OF THE GENERAL ADMINISTRATIVE SERVICES DIVISION. 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. CONSOLIDATES ALL PPMP UNDER THE GENERAL ADMINISTRATIVE AND SERVICES DIVISION FOR PREPARATION OF REQUEST FOR QUOTATION.
2. PREPARE/REVIEW PURCHASE REQUISITION AND ORDERS FOR ACCURACY TO MONITOR FAST TURNAROUND PROCUREMENT CYCLE.
3. PREPARES AND ENSURE ON TIME SUBMISSION OF LIQUIDATION REPORTS FOR COMPLIANCE TO FINANCIAL OBLIGATION.
4. NOTIFIES ALL QUALIFIED SUPPLIERS PROMPTLY UPON RECEIPT OF APPROVED REQUEST FOR QUOTATION (RFQ) BY BIDS AND AWARDS COMMITTEE (BAC), FOR CANVASSING.
5. PREPARES AND ENSURES PROMPT SUBMISSION OF MONTHLY STATUS OF PURCHASE REQUESTS, PROJECT PROCUREMENT MANAGEMENT PLAN, MONTHLY ICT REPORT, FOR COMPLIANCE.
6. REQUESTS AND ENSURE AVAILABILITY OF CASH ADVANCES FOR LOW-COST PURCHASE ORDERS TO MEET THE NEEDS OF THE END-USERS.
7. CANVASSES MATERIALS THROUGH SEARCHING FOR NEW SUPPLIES FOR BETTER QUALITY PRODUCTS/ITEMS AS WELL AS BETTER PROCESS TO ENSURE THE COMPLIANCE WITH RA 9184.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST	5%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	15%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%
TOTAL	100%

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 ACTIVITY THERAPIST

ITEM NUMBER : FONCR-COS-AT-000531
SALARY GRADE : 10 / PHP 23,176.00
VICE : CAPULE, HANAH FAYE
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : ELSIE GACHES VILLAGE

CSC - PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BACHELOR'S DEGREE IN PSYCHOLOGY
EXPERIENCE : NONE REQUIRED
TRAINING : NONE REQUIRED
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

UNDER GENERAL SUPERVISION 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. 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 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. ATTEND CONFERENCES, WORKSHOPS, SEMINARS, AND STAFF MEETINGS AS PART OF STAFF DEVELOPMENT.**
- 10. 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	10%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%
TOTAL	100%

INITIAL SHORTLISTING

OBTAINED **45 POINTS** OR **75%** OF THE MAXIMUM TOTAL SCORE ON ETE.

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FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD NOT BE LESS THAN **80%**.

1 NURSE I

ITEM NUMBER : FONCR-COS-NUR1-210718
SALARY GRADE : 15 / PHP 36,619.00
VICE : FRANCISCO, MARIANNE F.
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)

JOB SUMMARY

UNDER GENERAL SUPERVISION OF THE SOCIAL WELFARE OFFICER V AND MEDICAL SPECIALIST-1 AND WITH SOME LATITUDE FOR THE EXERCISE OF THE 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 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/ MEDICINES ON STOCK TO ENSURE THAT IT DOES NOT EXCEED THE EXPIRATION DATE.
7. PROVIDES 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%
TOTAL	100%

INITIAL SHORTLISTING

OBTAINED **45 POINTS** OR **75%** OF THE MAXIMUM TOTAL SCORE ON ETE.

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FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD NOT BE LESS THAN **80%**.

1 PSYCHOLOGIST I

ITEM NUMBER : FONCR-COS-PSY1-000723
SALARY GRADE : 11 / PHP 27,000.00
VICE : FERRER, JOANNA MARIE M.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : GOLDEN RECEPTION AND ACTION CENTER
FOR ELDERLY AND OTHER SPECIAL CASES

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : MASTER'S DEGREE IN PSYCHOLOGY
EXPERIENCE : NONE REQUIRED
TRAINING : NONE REQUIRED
ELIGIBILITY : RA 10029 (PSYCHOLOGIST)

JOB SUMMARY

UNDER GENERAL SUPERVISION 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. ADMINISTERS AND EVALUATES PSYCHOLOGICAL TESTS AS THE BASIS OF DIAGNOSIS, REFERRAL TO OTHER SERVICES AND FORMULATION OF PSYCHOLOGICAL INTERVENTION FOR CLIENTS.
2. ASSESSES THE CLIENT'S NEEDS, ABILITIES, AND BEHAVIOR TO FORMULATE THE APPROPRIATE REHABILITATION PLAN.
3. COLLABORATES WITH OTHER DISCIPLINES (E.G., MEDICAL, SOCIAL AND PRODUCTIVITY SERVICE) TO ENSURE THE IMPLEMENTATION OF REHABILITATION PLANS FOR CLIENTS.
4. DEVELOPS AND EVALUATE A PSYCHOLOGICAL INTERVENTION PLAN TO IMPROVE CLIENTS' PSYCHOLOGICAL WELL-BEING AS PART OF THE REHABILITATION PLAN.
5. COUNSELS' CLIENTS AND STAFF WHEN NEEDED
6. PRESENTS PSYCHOLOGICAL DIAGNOSIS DURING CASE CONFERENCE TO MONITOR THE DEVELOPMENT OF THE CASE AND FORMULATION OF THE REHABILITATION PLAN.
7. RECOMMENDS FORMULATING OR MODIFYING POLICIES AND PROCEDURES RELATIVE TO PSYCHOLOGICAL SERVICES TO ENSURE QUALITY AND EFFECTIVENESS.
8. SUPERVISES AND PROVIDES TECHNICAL KNOWLEDGE TO INTERNS IN RESIDENTIAL CARE FACILITIES TO PROVIDE THEM WITH QUALITY HANDS-ON TRAINING IN PROVIDING PSYCHOLOGICAL SERVICE.
9. MONITORS AND PURCHASES PSYCHOLOGICAL TEST MATERIALS FOR THE CONSUMPTION OF CLIENTS IN THE CENTER TO ENSURE ACCURACY DURING EVALUATION.
10. PREPARE AND REVIEWS PSYCHOLOGICAL ASSESSMENT/ REPORTS OF CLIENTS TO ENSURE ACCURATE AND PRECISE DIAGNOSIS AS THE REFERENCE OF OTHER SERVICES IN IDENTIFYING OTHER NEEDS TO BE GIVEN TO THE CLIENTS.

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%
TOTAL	100%

INITIAL SHORTLISTING

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FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD NOT BE LESS THAN **80%**.

1 ADMINISTRATIVE ASSISTANT III

ITEM NUMBER : FONCR-COS-ADAS3-2304001
SALARY GRADE : 9 / PHP 21,211.00
VICE : NEWLY CREATED POSITION
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : SOCIAL WELFARE SPECIALIST GROUP

CSC - PRESCRIBED QUALIFICATION STANDARD

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

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EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING : FOUR (4) HOURS RELEVANT TRAINING
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

UNDER THE DIRECTION OF THE PROJECT DEVELOPMENT III, WILL ASSIST
IN OPERATIONALIZATION OF THE INTER-AGENCY COUNCIL AGAINST CHILD
PORNOGRAPHY.

DUTIES AND RESPONSIBILITIES

- 1. PREPARES ANNUAL PROCUREMENT PLAN (APP), PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP), REQUISITION ISSUE SLIP (RIS), PURCHASE ORDER (PO), OBLIGATION REQUEST (OR), DISBURSEMENT VOUCHER (DV) AND OTHER DOCUMENTS WHICH ARE ADMINISTRATIVE IN NATURE;**
- 2. MANAGES SUPPLIES OF THE SECRETARIAT;**
- 3. PROVIDES ADMINISTRATIVE SUPPORT TO TECHNICAL STAFF IN THE PRODUCT OF THE ACTIVITIES OF THE SECRETARIAT;**
- 4. MANAGES INCOMING AND OUTGOING DOCUMENTS OF THE SECRETARIAT;**
- 5. RECEIVES PHONE CALLS;**
- 6. FILES DOCUMENTS;**
- 7. REPRODUCTION OF DOCUMENTS NEEDED BY THE SECRETARIAT;**
- 8. TRANSMITS/FAX/ EMAIL MEMO/ LETTERS TO OBSU'S, FIELD OFFICER, PARTNERS/ STAKEHOLDERS AND**
- 9. PERFORMS OTHER RELATED TASKS THAT MAY BE ASSIGNED FROM TIME TO TIME.**

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
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TOTAL	100%

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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 17, 2023** NOT LATER THAN 5:00 PM:

1. Application letter addressed to **ATTY. MICHAEL JOSEPH J. LORICO**, Concurrent 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 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 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.