



**VACANCIES AS OF JUNE 9, 2023
(CONTRACT OF SERVICE)**



1 NUTRITIONIST DIETITIAN I

ITEM NUMBER	: FONCR-COS-ND1-2203057
SALARY GRADE	: 11 / PHP 27,000.00
VICE	: NEWLY CREATED POSITION DATED DECEMBER 8, 2021
STATUS	: CONTRACT OF SERVICE
PLACE OF ASSIGNMENT	: HAVEN FOR CHILDREN

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED – QUALIFICATION (COMPETENCY-BASED)

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

JOB SUMMARY

UNDER 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. FACILITATES DISTRIBUTIONS OF MEALS TO CLIENTS AND OBSERVES RECOMMENDED DIETARY AND NUTRIENTS SCHEDULE.**
- 2. PROVIDES GUIDANCE ON THE DEVELOPMENT OF HEALTHY EATING HABITS TO ENSURE THAT DIETARY REQUIREMENTS OF THE CLIENTS ARE MET.**
- 3. ESTIMATE AND PREPARES DOCUMENTS FOR PURCHASES OF FOOD SUPPLIES AND EQUIPMENT (PROPOSALS, 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 CLIENTS.**
- 5. PROMOTES BETTER NUTRITION BY EDUCATING CLIENTS AND STAFF ABOUT DIET, NUTRITION AND THE RELATIONSHIP BETWEEN GOOD LEARNING SESSION AND/OR DISTRIBUTION OF IEC MATERIALS.**
- 6. LEADS NUTRITION RELATED ACTIVITIES TO ENCOURAGE PREVENTION AND HEALTH PROMOTION IN RCF'S.**

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 VI

ITEM NUMBER : FONCR-COS-ADA6-2112119
SALARY GRADE : 6 / PHP 17,553.00
VICE : CASILIHAN, AGNES
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : HAVEN FOR WOMEN

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 TWO (2) YEARS OF
STUDIES IN COLLEGE
EXPERIENCE : ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING : BASIC COMPUTER LITERACY
ELIGIBILITY : NONE REQUIRED

JOB SUMMARY

UNDER GENERAL SUPERVISION OF THE CENTER HEAD/OFFICER-IN-CHARGE ENGAGED IN VARIED WORK FROM ROUTINE TO DIFFICULT WORK PERTAINING TO RECORDS MANAGEMENT, CLERICAL TASKS AND RECORDING OF INCOMING AND OUTGOING CORRESPONDENCE.

DUTIES AND RESPONSIBILITIES

- 1. PERFORM A VARIETY OF SKILLED CLERICAL TASKS; TAKES CHARGE OF THE PREPARATION, GENERAL CORRESPONDENCE, TYPING, AND RECORDING OF OUTGOING AND INCOMING COMMUNICATIONS AND DOCUMENTS**
- 2. COMPILE CIRCULARS, MEMORANDA, ORDER RULES AND REGULATIONS AND OTHER PAPERS/DOCUMENTS FOR REFERENCE**
- 3. MAINTAIN FILES OF THE OFFICE INCLUDING THOSE THAT ARE CONFIDENTIAL IN NATURE**
- 4. ACT AS RECORDS OFFICER AND LIAISON OFFICER OF THE CENTER.**
- 5. FILE COPIES OF ACCOMPLISHMENT REPORTS AND OTHER REPORTS/DOCUMENTS.**
- 6. KEEPS AND MAINTAINS FILES OF ALL RECORDS AND 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	5%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	15%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%

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1 NUTRITIONIST DIETITIAN I

ITEM NUMBER : FONCR-COS-ND1-2112122
SALARY GRADE : 11 / PHP 27,000.00
VICE : SAN DIEGO, YNATALIA V.
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : HAVEN FOR WOMEN

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED – QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN NUTRITION,
DIETETICS, OR COMMUNITY NUTRITION
EXPERIENCE : AT LEAST ONE (1) YEAR OF EXPERIENCE IN
PUBLIC/COMMUNITY HEALTH SERVICE
TRAINING : COMPLETION OF TRAINING COURSE IN FOOD
SERVICE MANAGEMENT
ELIGIBILITY : RA 1080 (NUTRITIONIST DIETITIAN)

JOB SUMMARY

UNDER 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. FACILITATES DISTRIBUTIONS OF MEALS TO CLIENTS AND OBSERVES RECOMMENDED DIETARY AND NUTRIENTS SCHEDULE.**
- 2. PROVIDES GUIDANCE ON THE DEVELOPMENT OF HEALTHY EATING HABITS TO ENSURE THAT DIETARY REQUIREMENTS OF THE CLIENTS ARE MET.**
- 3. ESTIMATE AND PREPARES DOCUMENTS FOR PURCHASES OF FOOD SUPPLIES AND EQUIPMENT (PROPOSALS, 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 CLIENTS.**
- 5. PROMOTES BETTER NUTRITION BY EDUCATING CLIENTS AND STAFF ABOUT DIET, NUTRITION AND THE RELATIONSHIP BETWEEN GOOD LEARNING SESSION AND/OR DISTRIBUTION OF IEC MATERIALS.**
- 6. LEADS NUTRITION RELATED ACTIVITIES TO ENCOURAGE PREVENTION AND HEALTH PROMOTION IN RCF'S.**

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PANEL INTERVIEW	10%
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1 NUTRITIONIST DIETITIAN I

ITEM NUMBER : FONCR-COS-ND1-2112201
SALARY GRADE : 11 / PHP 27,000.00
VICE : NEWLY CREATED POSITION DATED
DECEMBER 27, 2021
STATUS : CONTRACT OF SERVICE
PLACE OF ASSIGNMENT : JOSE FABELLA CENTER

CSC – PRESCRIBED QUALIFICATION STANDARD

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

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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 JUNE 12, 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 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/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.