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## VACANCIES AS OF JUNE 26, 2023 (CONTRACTUAL) (4Ps)





# SOCIAL WELFARE OFFICER III

ITEM NUMBER : FONCR-PCONTRACTUAL-SOCWO3-000065  
SALARY GRADE : SG 18 / PHP 46,725.00  
VICE : OMBROG, TRIXIA MAE T.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT: OPERATIONS OFFICE 2 (MANILA)

## CSC – PRESCRIBED QUALIFICATION STANDARD

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

## PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : BACHELOR'S DEGREE IN SOCIAL WORK  
TRAINING : 24 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 3 YEARS OF RELEVANT EXPERIENCE  
ELIGIBILITY : RA 1080 (SOCIAL WORKER)

## JOB SUMMARY

THE SOCIAL WELFARE OFFICER III IS RESPONSIBLE FOR MANAGING THE OVERALL OPERATIONS AND ADMINISTRATIVE OF PROVINCIAL CLUSTERS AND ENSURING IMPLEMENTATION OF ACTIVITIES AS SCHEDULED BASED ON THE APPROVED WORK AND FINANCIAL PLAN. SUPERVISE AND MONITOR THE SYSTEMS AND PROCESSES FOR PANTAWID PAMILYANG PILIPINO PROGRAM IN COORDINATION WITH ALL STAKEHOLDERS (PARTNERS AND BENEFICIARIES), ENSURING THAT ALL UNITS ARE ORGANIZED AND ALL SYSTEMS ARE FUNCTIONING AT THE MUNICIPAL LEVEL IN ACCORDANCE WITH APPROVED WORK AND FINANCIAL PLAN AND STANDARD PROCEDURES OF THE PROGRAM.



## **DUTIES AND RESPONSIBILITIES**

- 1. REVIEWS AND PROVIDES INPUTS AND RECOMMENDATIONS TO PROPOSED ACTIVITIES AND BUDGETARY REQUIREMENTS AT PROVINCIAL LEVEL; CHECKS AND EVALUATES THE RESOURCE REQUIREMENTS OF PROVINCIAL OPERATIONS (PERSONNEL, MATERIALS AND LOGISTICS) FOLLOWS-UP WITH CONCERNED UNITS, COORDINATES WITH FIELD STAFF AND ALLOCATES RESOURCES ACCORDINGLY.**
- 2. PROVIDE TECHNICAL ASSISTANCE AND SUPERVISION THROUGH CONSULTATION, MEETINGS, DIALOGUES, CASE CONFERENCES AND CONDUCT OF SPOT CHECKS AND MENTORING TO THE MUNICIPAL LINKS/FIELD IMPLEMENTERS IN THE PERFORMANCE OF THEIR TASKS AND FUNCTIONS AND ACHIEVEMENT OF DELIVERABLES (COMBINED DUTIES OF PL AND SWO III).**
- 3. CHECKS AND PROVIDES TECHNICAL ASSISTANCE TO SUBORDINATES TO ENSURE FUNCTIONING OF ALL ADVISORY COMMITTEES AND ACTION TEAMS IN THE PROVINCE (MUNICIPAL/LOCAL/PROVINCIAL ADVISORY COMMITTEES, MUNICIPAL/LOCAL/PROVINCIAL ACTION TEAMS); EVALUATES PROGRAM SITUATION IN THE PROVINCE AND CONDUCTS CONSULTATIVE MEETINGS AND COMMUNICATES WITH STAKEHOLDER COUNTERPARTS TO DISCUSS PROVINCIAL PROGRAM SITUATION, ISSUES AND CONCERNS AND SEEK THEIR INVOLVEMENT IN THE RESOLUTION OF SUCH PROMOTION OF THE PROGRAM SPECIFICALLY ON MEETING THE SUPPLY SIDE REQUIREMENTS, ADVOCACY AND CONVERGENCE THRUSTS INCLUDING TAPPING AND MOBILIZATION OF COMMUNITY RESOURCES.**
- 4. MONITOR AND SUPERVISE THE SYSTEMS OPERATIONS AT THE PROVINCIAL LEVEL PARTICULARLY ON THE TIMELY RESPONSE TO DOCUMENTS AND REQUIREMENTS OF THE KEY SYSTEMS, E.G. TIMELY AND COMPLETE SUBMISSION OF UPDATES FORM; DISSEMINATION, COMPLETION OF CVS FORMS BY PARTNER AGENCIES AND STAKEHOLDERS; RETRIEVAL AND SUBMISSION TO RPMO AND RESPONSE TO QUERIES AND COMPLAINTS AND**



## **VALIDATION OF GRS CASES AND CONDUCT OF CASH GRANTS RELEASES.**

- 5. REVIEW AND MONITOR THE CONSOLIDATED UPDATES/REPORTS ON PROVINCIAL CASELOAD AS FOLLOWS:**
  - a. REGISTRATION AND ENROLLMENT-IDS, OATH OF COMMITMENT AND LBP FORMS;**
  - b. HOUSEHOLD DATA UPDATING;**
  - c. VERIFICATIONS OF COMPLIANCE – HOUSEHOLDS, CHILDRE, SCHOOLS AND HEALTH CENTERS COVERED IN THE CONDUCT OF VERIFICATION;**
  - d. UPDATING OF LIBRARY OF SCHOOLS AND HEALTH CENTERS IN COORDINATION WITH THE ITO;**
  - e. GRIEVANCES AND COMPLAINTS RECEIVED, RESPONDED AND RESOLVED.**
- 6. MONITORS AND ENSURE THE COMPLIANCE OF LOCAL GOVERNMENT UNITS AND PARTNER AGENCIES ON SUPPLY SIDE REQUIREMENTS OF THE PROGRAM.**
- 7. COORDINATE WITH THE CLUSTER FOCAL STAFF AND C/MLS IN THE IMPLEMENTATION OF THE 4PS WITHIN THE CLUSTER AREA DOWN TO MUNICIPAL LEVEL.**
- 8. ASSIST CITY LINK/CASEWORKERS ON THE CONDUCT OF CASE MANAGEMENT OF HOUSEHOLDS WITH DYSFUNCTIONAL FAMILIES AND/OR WHOSE HOUSEHOLD MEMBERS ARE IN DIFFICULT CIRCUMSTANCES SUCH AS CHILD AND WOMEN ABUSE CASES, CHILD IN CONFLICT WITH THE LAW, MARITAL CONFLICT, AND SYSTEMS-RELATED CASES.**
- 9. ENSURE CLOSE COORDINATION WITH KEY PARTNER AGENCIES. LGUS AND OTHER STAKEHOLDERS AT THE MUNICIPAL LEVEL THROUGH THE MUNICIPAL LINK TO FACILITATE COMPLIANCE VERIFICATION, COMPLEMENTATION OF SUPPORT SERVICES AND OTHER REQUIREMENTS OF THE PROGRAM.**



10. CONSOLIDATE, REVIEW AND PROVIDE INPUTS, SUBMIT PERIODIC REPORTS ON THE ACCOMPLISHMENTS, CASE SUMMARY REPORT AND ISSUES AND RECOMMENDATIONS SUBMITTED BY THE CITY LINKS, AND ENDORSE THE SAME TO THE OPERATIONS OFFICE FOR ACTION OF THE AREA COORDINATOR.
11. ASSIST IN THE CONDUCT OF PERFORMANCE EVALUATION OF THE CL/MLS.
12. CONDUCTS INTERVIEWS, HOME VISITS, FIELD VALIDATION, COUNSELLING, AND CASE MANAGEMENT OF THE BENEFECIARIES OF THE PROGRAM.
13. ASSIST IN THE SUPERVISION OF THE FOLLOWING POSITIONS STATIONED IN THE CITY OPERATIONS OFFICES.
14. ENSURES THE CASELOAD OF CITY LINK AND SWAS ARE PROPORTIONATE TO THE NUMBER OF HOUSEHOLDS, PARENT GROUPS AND GEOGRAPHICAL AREA WHERE THE BENEFICIARIES ARE ASSIGNED EACH GROUP.
15. ENSURES THE FACILITATION OF COMMUNITY ORGANIZING AT THE DISTRICT/CITY LEVEL WHERE RESOURCE MOBILIZATION IS EXHAUSTED TO UPLIFT THE LEVEL OF WELL-BEING OF PARTNER BENEFICIARIES.
16. FACILITATES REFERRALS OR LINK THE PARTNER BENEFICIARIES TO APPROPRIATE SOCIAL INTERVENTIONS.



## 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%**.



## 12 PROJECT DEVELOPMENT OFFICER II (CITY LINK)

**ITEM NUMBER :** FONCR-PCONTRACTUAL-PDO2-000132  
FONCR-PCONTRACTUAL-PDO2-000500  
FONCR-PCONTRACTUAL-PDO2-000487  
FONCR-PCONTRACTUAL-PDO2-000340  
FONCR-PCONTRACTUAL-PDO2-000211  
FONCR-PCONTRACTUAL-PDO2-000286  
FONCR-PCONTRACTUAL-PDO2-000254  
FONCR-PCONTRACTUAL-PDO2-000272  
FONCR-PCONTRACTUAL-PDO2-000628  
FONCR-PCONTRACTUAL-PDO2-000624  
FONCR-PCONTRACTUAL-PDO2-000617  
FONCR-PCONTRACTUAL-PDO2-000523

**SALARY GRADE :** SG 15 / PHP 36,619.00\*

**VICE :** ABULOK, CIARALYN M. / BASA, MA.  
CRISTINA D. / DELA CRUZ,  
CARLO C. / ECHIPARE, CHONA B.  
(ANTICIPATED VACANCY) / LAURETE, GLAISA  
M. / MAMALE, MARY JANE V. /  
RAMIREZ, SYLVIA J. / SOLON, MIKE  
JOHN BERT G. / NEWLY-CREATED  
POSITION WITH APPROVED  
AUTHORITY TO HIRE DATED  
DECEMBER 22, 2020

**STATUS :** CONTRACTUAL

**PLACE OF ASSIGNMENT:** OPERATIONS OFFICE 1 (MANILA) /  
OPERATIONS OFFICE 2 (MANILA) /  
OPERATIONS OFFICE 3 (CALOOCAN  
NORTH/ SOUTH) / OPERATIONS OFFICE 4  
(QUEZON CITY) / OPERATIONS OFFICE 6  
(NAVOTAS) / OPERATIONS OFFICE 7  
(PASIG & MARIKINA) / OPERATIONS  
OFFICE 8 (PARANAQUE) / OPERATIONS  
OFFICE 9 (PASAY)



## PREFERRED QUALIFICATION (COMPETENCY-BASED)

|                    |   |  |
|--------------------|---|--|
| <b>EDUCATION</b>   | : | <b>BACHELOR'S DEGREE IN SOCIAL WORK OR ANY ALLIED SOCIAL SCIENCE</b> |
| <b>TRAINING</b>    | : | <b>4 HOURS OF RELEVANT TRAINING</b>                                  |
| <b>EXPERIENCE</b>  | : | <b>1 YEAR OF RELEVANT EXPERIENCE</b>                                 |
| <b>ELIGIBILITY</b> | : | <b>NONE REQUIRED</b>   |

## JOB SUMMARY

THE PROJECT DEVELOPMENT OFFICER II (CITY LINK) SHALL ADMINISTER THE SYSTEMS AND PROCESSES FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM IN COORDINATION WITH ALL STAKEHOLDERS PARTNERS AND BENEFICIARIES, ENSURING THAT ALL UNITS ARE ORGANIZED AND ALL SYSTEMS ARE FUNCTIONING AT THE MUNICIPAL LEVEL IN ACCORDANCE WITH APPROVED WORK AND FINANCIAL PLAN AND STANDARD PROCEDURES OF THE PROGRAM.

## DUTIES AND RESPONSIBILITIES

1. MAINTAIN AND MONITOR CITY/MUNICIPAL CASELOADS AS FOLLOWS:
  - ✓ TOTAL REGISTRATION AND ENROLLMENT – IDs, OATH OF COMMITMENT & LBP FORMS;
  - ✓ NO. OF HOUSEHOLDS (HHs) WITH CASH CARDS;
  - ✓ UPDATED LIST OF HEALTH CENTERS AND HEALTH STATIONS;
  - ✓ NO. OF PARENT LEADERS;
  - ✓ NO. OF HHs PROVIDED WITH OTHER SUPPORT PROGRAMS AND SERVICES;



- ✓ **NO. OF PARENT LEADERS;**
- ✓ **NO. OF HHs PROVIDED WITH OTHER SUPPORT PROGRAMS AND SERVICES;**
- ✓ **NO. OF HHs SUBJECTED TO CASE MANAGEMENT INTERVENTION;**
- ✓ **NO. OF HHs ADMINISTERED WITH SWDI;**
- ✓ **NO. OF HHs FOR GRADUATION;**
- ✓ **NO. OF HHs OF ORGANIZED PARENT GROUPS;**
- ✓ **NO. OF HHs FOR WAIVE, DELISTING AND/OR GRADUATION;**
- 2. FACILITATE CONDUCT OF COMMUNITY DEVELOPMENT ACTIVITIES IN COORDINATION WITH THE MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE AND OTHER KEY STAKEHOLDERS.**
- 3. FACILITATE, REVIEW, AND MONITOR SUBMISSION OF COMPLAINTS AND GRIEVANCES THROUGH LGU LINKS AND PARENT LEADERS AND OTHER MEMBERS OF THE COMMUNITY.**
- 4. PREPARE SUPPLY SIDE ASSESSMENT RESULTS TO LGU AND PARTNERS.**
- 5. SERVE AS A SECRETARIAT TO THE MUNICIPAL ADVISORY COMMITTEE.**
- 6. PREPARE AND SUBMIT RECORDS.**
- 7. PREPARE CASE SUMMARY REPORTS OF HOUSEHOLDS WITH DYSFUNCTIONAL FAMILIES AND OR/WHOSE HHs MEMBERS ARE IN DIFFICULT CIRCUMSTANCES AND OTHER PANTAWID ADMIN AND SYSTEM RELATED REPORTS AND SUBMIT TO SWO III FOR REVIEW, INPUTS, AND TECHNICAL ASSISTANCE.**
- 8. CONDUCT SWDI ENUMERATOR/VALIDATION AS ASSIGNED BY THE IMMEDIATE SUPERVISOR IN A YEAR.**



**BENEFICIARIES OF THE PROGRAM (FROM THE DUTIES OF SWO III).**

**10. PERFORM OTHER RELATED TASKS THAT MAY BE ASSIGNED RELATED TO THE PROGRAM.**

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:**

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

### **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%.**



## **3 PROJECT DEVELOPMENT OFFICER II (KU MONITORING OFFICERS)**

**ITEM NUMBER :** FONCR-PCONTRACTUAL-PDO2-000513  
FONCR-PCONTRACTUAL-PDO2-000486  
FONCR-PCONTRACTUAL-PDO2-000600

**SALARY GRADE :** SG 15 / PHP 36,619.00

**VICE :** NEWLY-CREATED POSITION WITH  
APPROVED AUTHORITY TO HIRE  
DATED DECEMBER 22, 2020

**STATUS :** CONTRACTUAL

**PLACE OF ASSIGNMENT:** PANTAWID PAMILYANG PILIPINO  
PROGRAM (RPMO)

### **CSC – PRESCRIBED QUALIFICATION STANDARD**

**EDUCATION :** BACHELOR'S DEGREE RELEVANT TO THE JOB

**TRAINING :** 4 HOURS OF RELEVANT TRAINING

**EXPERIENCE :** 1 YEAR OF RELEVANT EXPERIENCE

**ELIGIBILITY :** CAREER SERVICE (PROFESSIONAL)/  
SECOND LEVEL ELIGIBILITY

### **PREFERRED QUALIFICATION (COMPETENCY-BASED)**

**EDUCATION :** BACHELOR'S DEGREE IN SOCIAL  
WORK OR ANY ALLIED SOCIAL  
SCIENCE

**TRAINING :** 4 HOURS OF RELEVANT TRAINING

**EXPERIENCE :** 1 YEAR OF RELEVANT EXPERIENCE

**ELIGIBILITY :** NONE REQUIRED



## **JOB SUMMARY**

**THE PROJECT DEVELOPMENT OFFICER II (KU MONITORING OFFICERS) – SWDI AND FRVA IS UNDER THE SUPERVISION OF PROJECT DEVELOPMENT OFFICER III/DIVISION CHIEF AND IS RESPONSIBLE FOR PROVIDING TECHICAL ASSISTANCE AND SUPPORT TO THE IMPLEMENTATION OF SOCIAL WELFARE AND DEVELOPMENT PROGRAMS AND PROJECTS, ESPECIALLY THOSE RELATED TO CASE MANAGEMENT, SOCIAL WELFARE INDICATORS, AND FAMILY RISK AND VULNERABILITY ASSESSMENT. THE KU MONITORING OFFICERS SHALL COORDINATE WITH VARIOUS STAKEHOLDERS, MONITOR AND EVALUATE PROJECT OUTCOMES, PREPARE REPORTS AND DOCUMENTS, AND PERFORM OTHER RELATED TASKS AS ASSIGNED BY THE SUPERVISOR.**

## **DUTIES AND RESPONSIBILITIES**

- 1. GENERATE AND ANALYZE THE FINDINGS OF THE SWDI ENCODED DATA IN THE SWDI-IS AND FRVA.**
- 2. ENSURE THAT HIGH RISK AND OTHER PRIORITY CASES BASED ON THE RESULTS OF FRVA AND SWDI WERE ENDORSED TO ASSIGNED SOCIAL WELFARE OFFICER II.**
- 3. DEVELOP AND IMPLEMENT QUALITY STANDARDS FIT IN NCR CONTEXT IN LINE WITH THE IMPLEMENTATION PHASE OF KILOS - UNLAD SOCIAL CASE MANAGEMENT FRAMEWORK.**
- 4. CONDUCT REGULAR PROJECT REVIEWS AND ASSESSMENT OF PROJECT ACTIVITIES AND OUTPUT TO ENSURE COMPLIANCE WITH KILOS UNLAD GUIDELINES.**
- 5. FACILITATE THE DISSEMINATION OF BEST PRACTICES, LESSONS LEARNED, AND SUCCESS STORIES CAPTURED RELATED TO SWDI AND FRVA ACCOMPLISHMENTS IN THE FIELD LEVEL.**



6. PROVIDE TECHNICAL ASSISTANCE IN THE IMPLEMENTATION PHASE OF KILOS UNLAD, FOCUSING ON SOCIAL WELFARE AND DEVELOPMENT INDICATORS (SWDI) AND FAMILY RISK AND VULNERABILITY ASSESSMENT (FRVA) BASED ON THE RELEVANT DATA AND EMERGING ISSUES.
7. CRAFT A TECHNICAL ASSISTANCE DELIVERY PLAN FOR OPTIMIZED LEARNING ENGAGEMENTS IN COORDINATION WITH THE PDO III AND SWO IV.
8. REVIEW AND PROVIDE INPUTS ON THE SUBMITTED REPORTS / DATA OF CASE MANAGERS RELATIVE TO SWDI RESULTS.
9. PROMOTE KNOWLEDGE SHARING AND LEARNING AMONG CASE MANAGERS BY ORGANIZING WORKSHOPS, SEMINARS, AND OTHER PLATFORMS FOR EXPERIENCE SHARING.
10. PROVIDE MONTHLY SUMMARY REPORTS OF HOUSEHOLDS WITH COMPLETE KILOS UNLAD DOCUMENTATIONS.
11. ACT AS REPOSITORY OF DATA AND ANALYZE TO HIGHLIGHT BEST PRACTICES AND INTERVENTIONS GAPS.
12. DEVELOP ACTIVITY PROPOSALS AND MONITOR PURCHASE REQUEST FOR THE AVAILABILITY OF SUPPLIES (SWDI AND FRVA TOOLS) BASED ON THE APPROVED WFP.
13. ASSIST IN THE RCM AND OTHER FOCAL PERSONS IN THE REGION IN THE DEVELOPMENT AND IMPLEMENTATION OF THE FAMILY RISK AND VULNERABILITY ASSESSMENT (FRVA) MONITORING TOOLS AND DASHBOARDS.
14. ELEVATE POLICY GAPS IDENTIFIED FROM THE CHALLENGES ENCOUNTERED BY THE OPERATIONS OFFICES TO THE REGION.



**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%**.



# ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

ITEM NUMBER : FONCR-PCONTRACTUAL-ADAS3-000043  
SALARY GRADE : SG 9 / PHP 21,211.00  
VICE : ENANO, EDNA E.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT: PANTAWID PAMILYANG PILIPINO  
PROGRAM (OPERATIONS OFFICE 3  
CALOOCAN SOUTH/NORTH)

## CSC – PRESCRIBED QUALIFICATION STANDARD

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

## PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : COMPLETION OF TWO-YEARS  
STUDIES IN COLLEGE  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : NONE REQUIRED



## **JOB SUMMARY**

THE ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) IS RESPONSIBLE FOR MONITORING, REVIEW, AND PROCESSING OF REQUESTS FOR ENROLMENT OF NEW EMV ACCOUNT NUMBERS OF BENEFICIARIES UNDER APPROVED CHANGE GRANTEE AND TRANSFER OF RESIDENCE, UPDATING AND POSTING OF LISTS OF PAID AND UNPAID ON THE PAYMENT RECONCILIATION SYSTEM, MONITORING, INVENTORY, AND DISPOSAL OF IT AND NON-IT EQUIPMENT AND OFFICE SUPPLIES, CREATING A SAFE AND SECURE DATABASE, ENCODING, INCOMING, AND OUTGOING DOCUMENTS, PREPARING TEV PAYROLL, AND RESPONSIBLE FOR PERFORMING ADMINISTRATIVE DUTIES AND OTHER RELATED TASKS.

## **DUTIES AND RESPONSIBILITIES**

1. ASSIST IN REVIEWING AND MONITORING LBP FORMS FOR ENROLLMENT OF NEW ACCOUNT OPENINGS TO HOUSEHOLD BENEFICIARIES UNDER APPROVED CHANGE GRANTEE/TOR WITH ASSIGNED FILING OF FORMS OF ENDORSEMENT TO DESIGNATED 36 LBP BRANCHES.
2. UPDATING AND POSTING OF DATA IN THE PAYMENT RECONCILIATION SYSTEM.
3. MONITORING AND UPDATING OF GAD & IP BULLETIN BOARDS.
4. MONITORING OF UNIT-ISSUED AND DISPOSED IT AND NON-IT EQUIPMENT WITH A MONTHLY INVENTORY AND DISPOSAL REPORT.
5. MONITORING OF UNIT-ISSUED AND UNISSUED OFFICE SUPPLIES WITH A MONTHLY INVENTORY AND DISPOSAL REPORT. THIS INCLUDES MONTHLY PREPARATION AND SUBMISSION OF THE REQUISITION ISSUANCE SLIP (RIS).
6. DIGITIZATION OF PERTINENT DOCUMENTS
7. CREATE A STABLE AND SECURE DATABASE THAT ENSURES THE MAINTENANCE AND UTILIZATION OF SAFE AND SECURE ONLINE SYSTEMS.
8. MONITORING AND DELIVERY OF EMAILS ROUTED TO CONCERNED STAFF.



9. ASSIGNED TO THE TRANSPORTING OF INCOMING AND OUTGOING DOCUMENTS TO AND FROM FO NCR.
10. ENCODING OF ALL INCOMING AND OUTGOING DOCUMENTS INCLUDES MONTHLY SUBMISSION OF A TRACKING REPORT.

**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 ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER)**

**ITEM NUMBER :** FONCR-PCONTRACTUAL-ADAS3-000356  
FONCR-PCONTRACTUAL-ADAS3-000370  
**SALARY GRADE :** SG 9 / PHP 21,211.00  
**VICE :** DURAN, EDEN Y. / GALO, CAROLINE C.  
**STATUS :** CONTRACTUAL  
**PLACE OF ASSIGNMENT:** OPERATIONS OFFICE 9 (PASAY & PATEROS)

### **CSC – PRESCRIBED QUALIFICATION STANDARD**

**EDUCATION :** COMPLETION OF TWO-YEARS STUDIES  
IN COLLEGE  
**TRAINING :** 4 HOURS OF RELEVANT TRAINING  
**EXPERIENCE :** 1 YEAR OF RELEVANT EXPERIENCE  
**ELIGIBILITY :** CAREER SERVICE (SUBPROFESSIONAL)/  
FIRST LEVEL ELIGIBILITY

### **PREFERRED QUALIFICATION (COMPETENCY-BASED)**

**EDUCATION :** COMPLETION OF TWO-YEARS  
STUDIES IN COLLEGE  
**TRAINING :** 4 HOURS OF RELEVANT TRAINING  
**EXPERIENCE :** 1 YEAR OF RELEVANT EXPERIENCE  
**ELIGIBILITY :** NONE REQUIRED

### **JOB SUMMARY**

THE ADMINISTRATIVE ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER) SHALL IN CHARGE OF MONITORING AND REPORTING CONDITIONAL CASH TRANSFER (CCT) GRANTS AND ASSIST IN THE ACTUAL PAYMENT OF OVER-THE-COUNTER (OTC) PAYMENTS.



## **DUTIES AND RESPONSIBILITIES**

- 1. ASSIST IN REVIEWING AND MONITORING LBP FORMS FOR ENROLLMENT OF NEW ACCOUNT OPENINGS TO HOUSEHOLD BENEFICIARIES UNDER APPROVED CHANGE GRANTEE/TOR WITH ASSIGNED FILING OF FORMS OF ENDORSEMENT TO DESIGNATED 36 LBP BRANCHES.**
- 2. UPDATING AND POSTING OF DATA IN THE PAYMENT RECONCILIATION SYSTEM.**
- 3. MONITORING AND UPDATING OF GAD & IP BULLETIN BOARDS.**
- 4. MONITORING OF UNIT-ISSUED AND DISPOSED IT AND NON-IT EQUIPMENT WITH A MONTHLY INVENTORY AND DISPOSAL REPORT.**
- 5. MONITORING OF UNIT-ISSUED AND UNISSUED OFFICE SUPPLIES WITH A MONTHLY INVENTORY AND DISPOSAL REPORT. THIS INCLUDES MONTHLY PREPARATION AND SUBMISSION OF THE REQUISITION ISSUANCE SLIP (RIS).**
- 6. DIGITIZATION OF PERTINENT DOCUMENTS.**
- 7. CREATE A STABLE AND SECURE DATABASE THAT ENSURES THE MAINTENANCE AND UTILIZATION OF SAFE AND SECURE ONLINE SYSTEMS.**
- 8. MONITORING AND DELIVERY OF EMAILS ROUTED TO CONCERNED STAFF.**
- 9. ASSIGNED TO THE TRANSPORTING OF INCOMING AND OUTGOING DOCUMENTS TO AND FROM FO NCR.**
- 10. ENCODING OF ALL INCOMING AND OUTGOING DOCUMENTS INCLUDES MONTHLY SUBMISSION OF A TRACKING REPORT.**



**APPLICANTS SHOULD BE GUIDED BY THE  
FOLLOWING CRITERIA FOR EVALUATION:**

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

**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%**.



## 3 SOCIAL WELFARE ASSISTANT

**ITEM NUMBER :** FONCR-PCONTRACTUAL-SOCWAS-000705  
FONCR-PCONTRACTUAL-SOCWAS-000758  
FONCR-PCONTRACTUAL-SOCWAS-000328

**SALARY GRADE :** SG 8 / PHP 19,744.00

**VICE :** ROJO, HARVEY LEAN G. / ROSALES,  
SHERWIN NELL B. / SABALLE,  
MARI ANTONIETTE A.

**STATUS :** CONTRACTUAL

**PLACE OF ASSIGNMENT:** PANTAWID PAMILYANG PILIPINO  
PROGRAM (OPERATIONS OFFICE 5  
QUEZON CITY) / OPERATIONS OFFICE  
6 (NAVOTAS) / OPERATIONS OFFICE 7  
(MARIKINA)

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION :** COMPLETION OF TWO-YEARS STUDIES  
IN COLLEGE

**TRAINING :** 4 HOURS OF RELEVANT TRAINING

**EXPERIENCE :** 1 YEAR OF RELEVANT EXPERIENCE

**ELIGIBILITY :** CAREER SERVICE (SUBPROFESSIONAL)/  
FIRST LEVEL ELIGIBILITY

### PREFERRED QUALIFICATION (COMPETENCY-BASED)

**EDUCATION :** COMPLETION OF TWO-YEARS  
STUDIES IN COLLEGE

**TRAINING :** 4 HOURS OF RELEVANT TRAINING

**EXPERIENCE :** 1 YEAR OF RELEVANT EXPERIENCE

**ELIGIBILITY :** NONE REQUIRED



## **JOB SUMMARY**

**THE SOCIAL WELFARE ASSISTANT SHALL ASSIST THE PROJECT DEVELOPMENT OFFICER II IN THE IMPLEMENTATION OF THE PROGRAMS AND SERVICES AND DOES OTHER RELATED TASKS.**

## **DUTIES AND RESPONSIBILITIES**

- 1. ASSIST IN THE CONDUCT OF COMMUNITY/GROUP ASSEMBLY AND REGISTRATION.**
- 2. FOLLOW-UP IN THE INTERVENTION SUPPORT TO HOUSEHOLDS AND IN COMPLIANCE MONITORING.**
- 3. CONDUCT FOLLOW-UP VISITS TO ENSURE COMPLIANCE OF FAMILIES TO HEALTH AND EDUCATION CONDITIONALITIES.**
- 4. PROVIDE LOGISTICAL SUPPORT IN THE CONDUCT OF CAPACITY BUILDING ACTIVITIES FOR THE BENEFICIARIES SUCH AS FAMILY LIFE EDUCATION AND COUNSELING, PARENTING EDUCATION, YOUTH VALUE FORMATION AND OTHER FAMILY DEVELOPMENT/ENRICHMENT PROGRAMS/ACTIVITIES.**
- 5. ASSIST THE SOCIAL/CASE WORKER/COMMUNITY FACILITATOR IN THE MANAGEMENT OF CASES. E.G. REFERRALS AND COORDINATION IN THE BARANGAYS.**
- 6. ASSIST IN ENCODING UPDATES OR PROGRESS OF HOUSEHOLD BENEFICIARIES IN THE DATABASE.**
- 7. DOCUMENT THE SCHEDULED COMMUNITY LEARNING ACTIVITIES/CFDS.**
- 8. PERFORM OTHER RELATED TASKS AS MAY BE ASSIGNED.**



## 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 SOCIAL WELFARE ASSISTANT (ASSISTANT AREA MONITORING AND EVALUATION)**

**ITEM NUMBER :** FONCR-PCONTRACTUAL-SOCWAS-000345  
FONCR-PCONTRACTUAL-SOCWAS-000744

**SALARY GRADE :** SG 8 / PHP 19,744.00

**VICE :** DE GUZMAN, NIKE T. / NUADA,  
RENALYN B.

**STATUS :** CONTRACTUAL

**PLACE OF ASSIGNMENT:** OPERATIONS OFFICE 1 (MANILA) /  
OPERATIONS OFFICE 9 (MAKATI,  
PASAY, PATEROS, & TAGUIG)

### **CSC – PRESCRIBED QUALIFICATION STANDARD**

**EDUCATION :** COMPLETION OF TWO-YEARS  
STUDIES IN COLLEGE

**TRAINING :** 4 HOURS OF RELEVANT TRAINING

**EXPERIENCE :** 1 YEAR OF RELEVANT EXPERIENCE

**ELIGIBILITY :** CAREER SERVICE (SUBPROFESSIONAL)/  
FIRST LEVEL ELIGIBILITY

### **PREFERRED QUALIFICATION (COMPETENCY-BASED)**

**EDUCATION :** COMPLETION OF TWO-YEARS  
STUDIES IN COLLEGE

**TRAINING :** 4 HOURS OF RELEVANT TRAINING

**EXPERIENCE :** 1 YEAR OF RELEVANT EXPERIENCE

**ELIGIBILITY :** NONE REQUIRED

### **JOB SUMMARY**

THE SOCIAL WELFARE ASSISTANT (ASSISTANT AREA MONITORING AND EVALUATION) SHALL ASSIST THE PROJECT DEVELOPMENT OFFICER I (MONITORING AND EVALUATION) IN THE PREPARATION OF REPORTORIAL REQUIREMENTS OF THE OPERATIONS OFFICE.



## DUTIES AND RESPONSIBILITIES

1. SUPPORT THE PROJECT DEVELOPMENT OFFICER I (MONITORING AND EVALUATION OFFICER) ON THE PREPARATION OF REPORTORIAL REQUIREMENTS OF THE OPERATIONS OFFICE.
2. ASSIST IN THE CONDUCT OF SPOT CHECKS, IMPACT EVALUATION AND OTHER RESEARCH ACTIVITIES.
3. ASSIST IN THE PROJECT DEVELOPMENT OFFICER I (MONITORING AND EVALUATION OFFICER) IN UPDATING THE DATABANK OF THE OPERATIONS OFFICE.
4. AID IN THE PREPARATION AND SUBMISSION OF PERIODIC AND SPECIAL REPORTS.
5. PARTICIPATE AND SUPPORT IN THE CONDUCT OF REGIONAL PREW.

## 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                                 | 15% |
| EXAM   |     |
| 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 ASSISTANT (REGIONAL SUPPORT SYSTEM STAFF)**

ITEM NUMBER : FONCR-PCONTRACTUAL-SOCWAS-000696  
SALARY GRADE : SG 8 / PHP 19,744.00  
VICE : BATTARING, SHANNY KATE G.  
STATUS : CONTRACTUAL  
PLACE OF ASSIGNMENT: PANTAWID PAMILYANG PILIPINO  
PROGRAM (RPMO)

## **CSC – PRESCRIBED QUALIFICATION STANDARD**

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

## **PREFERRED QUALIFICATION (COMPETENCY-BASED)**

EDUCATION : COMPLETION OF TWO-YEARS  
STUDIES IN COLLEGE  
TRAINING : 4 HOURS OF RELEVANT TRAINING  
EXPERIENCE : 1 YEAR OF RELEVANT EXPERIENCE  
ELIGIBILITY : NONE REQUIRED

## **JOB SUMMARY**

THE SOCIAL WELFARE ASSISTANT (REGIONAL SUPPORT SYSTEM STAFF) POSITION WILL HANDLE PERIODICAL COMPLIANCE VERIFICATION AND BENEFICIARY UPDATE FORM IN THE PANTAWID PAMILYANG PILIPINO PROGRAM. THESE POSITIONS SHALL HELP IN ENSURING THE EFFICIENCY AND ACCURACY IN THE ENCODING OF THE BENEFICIARIES' DATA PROFILES, COMPLIANCE AND ALL OTHER VITAL UPDATES REQUIRED FOR ENCODING.



## **DUTIES AND RESPONSIBILITIES**

1. ENCODE UPDATES (UPDATE 4, 5, AND 9) AS NECESSARY, ESPECIALLY DURING THE DATA CLEAN-UP DURING THE 2<sup>ND</sup> QUARTER OF THE YEAR.
2. RANDOM VERIFICATION OF ENCODED UPDATES OF THE ENCODERS EVERY FRIDAY.
3. ENCODE BENEFICIARY TRACKING RECORD.
4. VERIFICATION OF CV FORMS VERSUS THE ENCODED IN THE PANTAWID PAMILYA.
5. VERIFICATION AND MATCHING OF ATTACHMENT A VERSUS THE ENCODED IN THE PANTAWID PAMILYA INFORMATION SYSTEM.
6. ENCODING OF ATTACHMENT A AND CLEANING OF RETROACTIVE PAYMENT.
7. ACT AS A SUPPORT IN THE ABSENCE OF OFFICER OF THE DAY AT THE TANGGAPAN NG REKLAMO DESK.
8. PERFORM OTHER RELATED TASKS AS 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                                       |     |
| 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%**.



## PROJECT DEVELOPMENT OFFICER III (CASE MANAGEMENT FOCAL PERSON)

ITEM NUMBER : FONCR-PCOS-PDO3-000603  
SALARY GRADE : SG 18 / PHP 46,725.00  
VICE : LADICA, PAUL ALLEN B.  
STATUS : CONTRACT OF SERVICE  
PLACE OF ASSIGNMENT: RPMO

### CSC – PRESCRIBED QUALIFICATION STANDARD

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

### PREFERRED QUALIFICATION (COMPETENCY-BASED)

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

### JOB SUMMARY

THE PROJECT DEVELOPMENT OFFICER III (CASE MANAGEMENT FOCAL PERSON) SHALL OVERSEE THE OVER-ALL CASE MANAGEMENT ACTIVITIES IN COORDINATION WITH THE 10 SOCIAL WELFARE OFFICER III OF THE NINE (9) OPERATIONS OFFICE OF PAMILYANG PILIPINO PROGRAM (IN THE ABSENCE OF A SWO III, HE/SHE IS EXPECTED TO COORDINATE WITH THE AREA COORDINATOR.



## **DUTIES AND RESPONSIBILITIES**

1. OVERSEE THE OVER-ALL CASE MANAGEMENT ACTIVITIES IN COORDINATION WITH THE NINE (9) SOCIAL WELFARE OFFICER III OF THE NINE (9) OPERATIONS OFFICE OF PANTAWID PAMILYANG PILIPINO PROGRAM (IN THE ABSENCE OF A SWO III, HE/SHE IS EXPECTED TO COORDINATE WITH THE AREA COORDINATOR.
2. PROVIDE TECHNICAL ASSISTANCE ON THE IDEOLOGIES, PERSPECTIVES, PROCESSES, FRAMEWORK, APPROACHES AND MODELS AND ITS CONTEXTUALIZATION IN THE IMPLEMENTATION OF 4Ps in NCR.
3. PROVIDE TECHNICAL EXPERTISE DURING THE CONDUCT OF CASE CONFERENCES FROM THE REGIONAL PROGRAM MANAGEMENT OFFICE TO THE NINE (9) PROGRAM OPERATION'S OFFICE.
4. PROVIDE TECHNICAL ASSISTANCE IN REFERENCE TO THE E-CASE MANAGEMENT DATABASE AS INITIATED BY THE PANTAWID-NPMO.
5. ACT AS THE SECRETARIAT OF THE REGIONAL CASE MANAGEMENT TEAM AND ENSURE THAT ALL AGREEMENTS ARE CARRIED OUT AND IMPLEMENTED.
6. CONSOLIDATE AND ANALYZE QUARTERLY SPECIAL CASE INVENTORY TO BE SUBMITTED BY THE SWO III OF THE OPERATIONS OFFICES, AND TO PREPARE AND SUBMIT THE CONSOLIDATED REPORT TO THE MANAGEMENT.
7. INNOVATE AND STRATEGICALLY DEVISE CASE MANAGEMENT TOOLS, TEMPLATES, AND PROCESSES FLOW IN THE PROVISION OF A HIGH-QUALITY YET PROMPT RESPONSE TO CASES.
8. COORDINATE TO NPMO AND FO SPECIALISTS WITH REGARDS TO CONCERNS ON CASE MANAGEMENT.
9. PROPOSE POLICIES AND GUIDELINES RELATED TO 4Ps CASE MANAGEMENT WHICH CAN BE USED AS A BASIS FOR THE ENHANCEMENT OF THE IMPLEMENTATION OF THE PROGRAM IN THE REGION.
10. CONCEPTUALIZE AND INITIATE CASE MANAGEMENT CAPABILITY BUILDING ACTIVITIES IN COORDINATION WITH THE 4Ps CAPABILITY BUILDING UNIT.
11. PROPOSE A CASE MANAGEMENT ACTIVITIES AND PROJECTS TO BE INCLUDED IN THE 4Ps WFP.



12. PERFORM OTHER RELATED DUTIES, RESPONSIBILITIES, AND TASKS RELATED TO THE IMPLEMENTATION OF THE PROGRAM AND/OR AS DIRECTED 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%  |

## 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 **60%**.



## **1 ADMINISTRATIVE AIDE IV (ENCODER)**

ITEM NUMBER : FONCR-PCOS-ADA4-000015  
SALARY GRADE : SG 4 / PHP 15,586.00  
VICE : SOLUTA, DARWIN F.  
STATUS : CONTRACT OF SERVICE  
PLACE OF ASSIGNMENT: PANTAWID PAMILYANG PILIPINO  
PROGRAM (RPMO)

### **CSC – PRESCRIBED QUALIFICATION STANDARD**

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

### **PREFERRED QUALIFICATION (COMPETENCY-BASED)**

EDUCATION : COMPLETION OF TWO-YEARS  
STUDIES IN COLLEGE  
TRAINING : NONE REQUIRED  
EXPERIENCE : NONE REQUIRED  
ELIGIBILITY : NONE REQUIRED

### **JOB SUMMARY**

THE ADMINISTRATIVE AIDE IV (ENCODER) POSITION SHALL HANDLE PERIODICAL COMPLIANCE VERIFICATION AND BENEFICIARY UPDATE FORM IN THE PANTAWID PAMILYANG PILIPINO PROGRAM. THESE POSITIONS SHALL HELP IN ENSURING THE EFFICIENCY AND ACCURACY IN THE ENCODING OF THE BENEFICIARIES' DATA PROFILES, COMPLIANCE AND ALL OTHER VITAL UPDATES REQUIRED FOR ENCODING.



## **DUTIES AND RESPONSIBILITIES**

1. PREPARES, COMPILES, AND SORTS DOCUMENTS FOR DATA ENTRY.
2. ENCODES ACCURATELY VARIOUS FORMS INTO COMPUTER SYSTEM.
3. COMPARES DATA ENTERED WITH SOURCE DOCUMENTS, RE-ENTERS DATA IN VERIFICATION FORMAT ON SCREEN TO DETECT ERRORS.
4. MAKE SURE THAT INFORMATION IS ENTERED CORRECTLY AND NO MISTAKE IS BEING MADE DURING DATA ENTRY OPERATIONS.
5. RECORDS AND REPORT DATA DISCREPANCIES AND GAPS OR SOURCE DOCUMENTS INCONSISTENCIES TO THE REGIONAL/PROVINCIAL SYSTEMS FOCAL AND/OR CMTS.
6. PERFORMS ANY OTHER ADMINISTRATIVE TASKS SUCH AS DOCUMENT PROCESSING AND RECORDS MANAGEMENT.
7. PREPARES AND MAINTAIN LOGBOOK OF ACTIVITIES AND TASKS.
8. PERFORMS OTHER TASKS AS THE SUPERVISOR MAY ASSIGN WITHIN THE PRESCRIBED OFFICE RULES AND REGULATIONS.



**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%.**



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 \_\_\_\_\_ NOT LATER THAN 5:00 PM:

1. Application letter addressed to **ATTY. MICHAEL JOSEPH J. LORICO**, Acting Regional Director (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](http://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);
4. Photocopy of Certificate of Eligibility/Board of Rating and updated PRC License (if applicable);
5. Photocopy of Transcript of Records;
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
8. Photocopy of Certificate/s of previous and present Employment (if applicable);
9. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
10. 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.*

  
**MICHAEL JOSEPH J. LORICO**  
Acting Regional Director

MMB/rpc