



VACANCIES AS OF AUGUST 15, 2023 (PERMANENT POSITIONS)



1 SOCIAL WELFARE OFFICER V

ITEM NUMBER : OSEC-DSWDB-SOCWO5-130-2004
SALARY GRADE : SG 24 / PHP 90, 078.00
VICE : De Guzman, Maria Clara P.
STATUS : Permanent
PLACE OF ASSIGNMENT : Field Office - NCR

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree in Social Work
TRAINING : 40 hours of supervisory/management
learning and development intervention
EXPERIENCE : 4 years of management/supervisory
experience
ELIGIBILITY : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Preferably with Master's Degree
TRAINING : 40 hours of supervisory/ management
Learning and development intervention
EXPERIENCE : 4 years in supervising case management
and implementation of programs along
social protection or development
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under direct supervision of the Assistant Regional Director and with some latitude for the exercise of independent judgment, engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performing difficult work requiring training and considerable experience and intimate knowledge of case management / center management.

DUTIES AND RESPONSIBILITIES

1. Recommends and submits comments and inputs on policies to Policy and Plans Division for consolidation;
2. Recommends HR development activities, strategies, approaches such as trainings, performance assessment, hiring and promotion;
3. Establishes partnership with LGUs, NGAs and NGOs and other potential donors to augment on the resources needed for the operation of the center;
4. Provides technical assistance on case management;
5. Attends to various inter-agency meetings regarding child protection programs to represent the region;
6. Supervises the overall operations of the Center along its retained and center-based programs and services;
7. Conducts regular monitoring to ensure fast movement of cases in all concerned agencies such as LGU, NGO, child caring agencies;
8. Conducts general staff meetings in C/RCFs with other services to address and discuss respective concerns; and
9. Reviews and dates case folders and output relevant to the cases in the center. Check the progress notes to ensure that all cases are up-to-date.

**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)	5%
SPECIAL / TECHNICAL EXAM	20%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%

INITIAL SHORTLISTING

OBTAINED **48 POINTS** OR **80%** OF THE MAXIMUM
TOTAL SCORE ON ETE.

Only those who obtained the 48 points or 80% on ETE shall
proceed to the next recruitment process.

FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD NOT BE
LESS THAN **85%**.

1 SOCIAL WELFARE OFFICER V

ITEM NUMBER : OSEC-DSWDB-SOCWO5-133-2004
SALARY GRADE : SG 24 / PHP 90,078.00
VICE : Sacedor, Edna J.
STATUS : Permanent
PLACE OF ASSIGNMENT : Field Office - NCR

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree in Social Work
TRAINING : 40 hours of supervisory/ management
learning and development intervention
EXPERIENCE : 4 years of management/supervisory
experience
ELIGIBILITY : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Preferably with Master's Degree
TRAINING : 40 hours of supervisory/ management
learning and development intervention
EXPERIENCE : 4 years in supervising case management
and implementation of programs along
social protection or development
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under direct supervision of the Assistant Regional Director and with some latitude for the exercise of independent judgment, engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performing difficult work requiring training and considerable experience and intimate knowledge of case management / center management.

DUTIES AND RESPONSIBILITIES

1. Recommends and submits comments and inputs on policies to Policy and Plans Division for consolidation;
2. Recommends HR development activities, strategies, approaches such as trainings, performance assessment, hiring and promotion;
3. Establishes partnership with LGUs, NGAs and NGOs and other potential donors to augment on the resources needed for the operation of the center;
4. Provides technical assistance on case management;
5. Attends to various inter-agency meetings regarding child protection programs to represent the region;
6. Supervises the overall operations of the Center along its retained and center-based programs and services;
7. Conducts regular monitoring to ensure fast movement of cases in all concerned agencies such as LGU, NGO, child caring agencies;
8. Conducts general staff meetings in C/RCFs with other services to address and discuss respective concerns; and
9. Reviews and dates case folders and output relevant to the cases in the center. Check the progress notes to ensure that all cases are up-to-date.

**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)	5%
SPECIAL / TECHNICAL EXAM	20%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%

INITIAL SHORTLISTING

OBTAINED **48 POINTS** OR **80%** OF THE MAXIMUM TOTAL SCORE ON ETE.

Only those who obtained the 48 points or 80% on ETE shall proceed to the next recruitment process.

FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD NOT BE LESS THAN **85%**.

1 SOCIAL WELFARE OFFICER V

ITEM NUMBER : OSEC-DSWDB-SOCWO5-131-2004
SALARY GRADE : SG 24 / PHP 90, 078.00
VICE : Colico, Ada A.
STATUS : Permanent
PLACE OF ASSIGNMENT : Field Office - NCR

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree in Social Work
TRAINING : 40 hours of supervisory/ management
learning and development intervention
EXPERIENCE : 4 years of management/supervisory
experience
ELIGIBILITY : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Preferably with Master's Degree
TRAINING : 40 hours of supervisory/ management
learning and development intervention
EXPERIENCE : 4 years in supervising case management
and implementation of programs along
social protection or development
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under direct supervision of the Assistant Regional Director and with some latitude for the exercise of independent judgment, engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performing difficult work requiring training and considerable experience and intimate knowledge of case management / center management.

DUTIES AND RESPONSIBILITIES

1. Recommends and submits comments and inputs on policies to Policy and Plans Division for consolidation;
2. Recommends HR development activities, strategies, approaches such as trainings, performance assessment, hiring and promotion;
3. Establishes partnership with LGUs, NGAs and NGOs and other potential donors to augment on the resources needed for the operation of the center;
4. Provides technical assistance on case management;
5. Attends to various inter-agency meetings regarding child protection programs to represent the region;
6. Supervises the overall operations of the Center along its retained and center-based programs and services;
7. Conducts regular monitoring to ensure fast movement of cases in all concerned agencies such as LGU, NGO, child caring agencies;
8. Conducts general staff meetings in C/RCFs with other services to address and discuss respective concerns; and
9. Reviews and dates case folders and output relevant to the cases in the center. Check the progress notes to ensure that all cases are up-to-date.

**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)	5%
SPECIAL / TECHNICAL EXAM	20%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE ASSESSMENT/REVIEW	5%

INITIAL SHORTLISTING

OBTAINED **48 POINTS** OR **80%** OF THE MAXIMUM TOTAL SCORE ON ETE.

Only those who obtained the 48 points or 80% on ETE shall proceed to the next recruitment process.

FINAL SHORTLISTING

TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD NOT BE LESS THAN **85%**.

1 SOCIAL WELFARE OFFICER IV

(Subject to validation of promotional appointment of the former incumbent.)

ITEM NUMBER : OSEC-DSWDB-SOCWO4-211-2004
SALARY GRADE : SG 22 / PHP 71,511.00
VICE : Morata, Edwin S.
STATUS : Permanent
PLACE OF ASSIGNMENT : Social Welfare Specialist Group

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree in Social Work
TRAINING : Sixteen (16) hours of relevant training
EXPERIENCE : Three (3) years of relevant experience
ELIGIBILITY : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Preferably with Master's Degree
TRAINING : 16 hours of training in case management /
counselling / communication / facilitation
skills
EXPERIENCE : 3 years of experience in handling case
management
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under direction and substantial latitude for the exercise of independent judgment, serves as Specialist engaged in varied work ranging from routine to difficult and special work; performs very difficult, important work requiring training and moderate experience or lower training but considerable experience and thorough knowledge on SWD related laws and policies.

DUTIES AND RESPONSIBILITIES

1. Conducts and facilitates inter-agency for a and dialogues to address and discuss concerns.
2. Prepares project proposals for activities plotted in the work plan.
3. Develops programs, projects and activities that will address and enhance the concern of each sector along with the delivery of SWD services.
4. Provides technical assistance to LGUs and other agencies.
5. Acts as resource person in staff and stakeholder training and development activities.
6. Monitors and evaluates the performance of the unit/center and conducts consultation, meetings and case conferences to discuss operational targets, follow-up on outputs and deliverables, discuss performance.
7. Provides necessary guidance and assistance to staff to ensure that quality output is being delivered.
8. Perform other related tasks as assigned by the Regional Director.

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.

FINAL SHORTLISTING

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

1 PLANNING OFFICER IV

(Subject to validation of promotional appointment of the former incumbent.)

ITEM NUMBER : OSEC-DSWDB-PLO4-44-2015
SALARY GRADE : SG 22 / PHP 71,511.00
VICE : Garcia, Mark M.
STATUS : Permanent
PLACE OF ASSIGNMENT : Policy Development and Planning Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree relevant to the job
TRAINING : Sixteen (16) hours of relevant training
EXPERIENCE : Three (3) years of relevant experience
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY BASED)

EDUCATION : Bachelor's Degree preferably in Social Work, Community Development, Public Administration or other Allied Sciences, Master's Degree or Certificate in Leadership and Management from the CSC
TRAINING : 24 hours of relevant training on project development, policy development, research and data analysis, planning, data management, project monitoring and evaluation, and logical framework
EXPERIENCE : 4 years of relevant experience on project development, policy development, research and data analysis, planning, data management, project monitoring and evaluation, and logical framework
ELIGIBILITY : Career Service (Professional)/Second Level Eligibility

JOB SUMMARY

Under the direct supervision of the Planning Officer V/Chief of the Policy and Plans Division, the Planning Officer IV shall head the Policy Development and Planning Section (PDPS), lead and be responsible for supervision, coaching and provision of technical services in areas of overall policy formulation, strategic and operational planning and monitoring of Field Office programs, Gender and Development mainstreaming activities, research and evaluation, governance and road map, provision of internal and external technical assistance to offices, and other related work. Further, the PO IV is expected to review and finalize all reports prepared by PDPS staff.

DUTIES AND RESPONSIBILITIES

1. Lead in the Policy Development and Monitoring, Research and Evaluation, Plan Formulation, Development and Implementation Monitoring and Reporting, Governance and Roadmap, and Gender and Development mainstreaming activities and finalization of Plan and Budget as well as Accomplishment Report;
2. Lead in the formulation, monitoring and evaluation of the regional plans using a newly created dashboard to provide updates on the status of accomplishment of all programs and services being implemented by the Field Office;
3. Lead in the institutionalizing the conduct of policy analysis in the development of DSWD policy issuances and provides standard definition or description of the different policy documents and policy activities conducted in the development of policy issuances through the Regional Policy Development and Review;
4. Lead and ensure compliance to departments protocol on data and information sharing to stakeholders and external partners used as basis for research studies along social welfare and development (SWD) as well as social protection;
5. Lead in the provision of Technical Assistance and/or transfer of technical and organizational know-how through provision of pertinent resources to stakeholders in order to support the implementation of SWD programs and projects;
6. Conducts supervision, coaching and mentoring to staff;
7. Develops and applies strategic monitoring and evaluation tools in the implementation of all SWD programs and the application of policies and standards.
8. Leads and manages strategic data-gathering initiatives (e.g. surveys, focus group discussions and statistical analysis) to constantly update and enhance regional planning processes
9. Designs and develops specialized evaluation and assessment tools and other appropriate interventions for the continuing development of existing or emergent plans, policies and standards in the areas of monitoring/ evaluation and statistical coordination in the region
10. Review and provide comments to Regional Sectoral Plans;
11. Facilitates regional strategic and operational planning sessions in close coordination with Human Resource Development Section.
12. Supervise overall operation of the Section.
13. Perform other related tasks as assigned by the Division Chief and/or Regional Director.

**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.

FINAL SHORTLISTING

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

1 SOCIAL WELFARE OFFICER

ITEM NUMBER : OSEC-DSWDB-SOCWO3-272-2004
SALARY GRADE : SG 18 / PHP 46,725.00
VICE : Gentelizo, Nieve F.
STATUS : Permanent
PLACE OF ASSIGNMENT : Haven for Children

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 : Preferably with Master's Degree
TRAINING : 16 hours of training in case management
counselling/communication/facilitation skill
EXPERIENCE : 3 years in handling case management
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under general supervision of the 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.

DUTIES AND RESPONSIBILITIES

1. Reviews all documents pertaining to the client's need for assistance and recommends approval/ disapproval
2. 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
3. Executes and implement policies and programs renders administrative decisions on matter within the limits of delegated authority.
4. Executes and implements policies and programs and renders administrative decisions on matters within the limits of delegated authority
5. Supervises institutions social workers in the performance of their duties, assign workloads to ensure equitable and proper distribution of personnel.
6. Conducts regular supervisory conference for staff development and case management for better program implementation.
7. Organize volunteer groups to assist and provide auxiliary services

**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.

FINAL SHORTLISTING

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

1 SOCIAL WELFARE OFFICER III

ITEM NUMBER : OSEC-DSWDB-SOCWO3-266-2004
SALARY GRADE : SG 18 / PHP 46,725.00
VICE : Gonzales, Liezavel V.
STATUS : Permanent
PLACE OF ASSIGNMENT : Protective Services Division

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 : Preferably with Master's Degree
TRAINING : 16 hours of training in case management
Counselling/communication/facilitation skill
EXPERIENCE : 3 years in handling case management
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under general supervision of the 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.

DUTIES AND RESPONSIBILITIES

1. Reviews all documents pertaining to the client's need for assistance and recommends approval/ disapproval
2. 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
3. Executes and implement policies and programs renders administrative decisions on matter within the limits of delegated authority.
4. Executes and implements policies and programs and renders administrative decisions on matters within the limits of delegated authority
5. Supervises institutions social workers in the performance of their duties, assign workloads to ensure equitable and proper distribution of personnel.
6. Conducts regular supervisory conference for staff development and case management for better program implementation.
7. Organize volunteer groups to assist and provide auxiliary services

**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.

FINAL SHORTLISTING

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

1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : OSEC-DSWDB-SOCWO2-357-2004
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : Magante, Ryan V.
STATUS : Permanent
PLACE OF ASSIGNMENT : Capacity Building Section

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)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Preferably with Units in Master of Social Work
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : Two (2) years of relevant experience
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under the supervision of Training Specialist III. Develop/organize/conduct and facilitate capability building activities that would enhance the acquired competencies of partner intermediaries and internal staff to effectively and efficiently perform their duties as program implementers.

DUTIES AND RESPONSIBILITIES

1. Facilitate the implementation of capability building activities supervisory, technical and lower-level management personnel at the regional level.
2. Monitor and prepare feedback / documentation reports relative to the conduct of the capability building activities.
3. Develop training requirements such as visual aids and training materials and aids to ensure effectiveness.
4. Monitor and assist during the conduct of roll-out training for the city / municipal local social welfare and development offices.
5. Conduct evaluation directly with participants and makes required recommendation to improve effectiveness of future training programs.
6. Facilitate the establishment and maintenance of database of participants.
7. Prepares project proposals on capability building activities for the city / municipal local social welfare and development offices.
8. Developed Knowledge Products and Knowledge Sharing Session.
9. Provide technical assistance along capability building activities and knowledge management for partner intermediaries and DSWD NCR staff.
10. Act as Regional Secretariat as assigned by the Supervisor.
11. Monitor the implementation of the physical and financial accomplishment of the Section.
12. Accomplish performance commitment and appraisal.
13. Perform other related tasks.

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.

FINAL SHORTLISTING

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

1 STATISTICIAN I

ITEM NUMBER : OSEC-DSWDB-STAT1-62-2015
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : Quiambao, Deanna Rose V.
STATUS : Permanent
PLACE OF ASSIGNMENT : Policy Development and Planning Section

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 preferably Bachelor of
Science in Statistics or Mathematics
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Career Service (Professional)/ Second Level
Eligibility

JOB SUMMARY

Under the direct supervision of the PDPS Head, the Statistician I shall be responsible of the following duties, functions, responsibilities and corresponding deliverable such as; data collection, analysis and interpretation of regional reports/statistics including data gathered from the conduct of researches.

DUTIES AND RESPONSIBILITIES

1. Assist in coordinating with Divisions/Centers/Residential Care Facilities/Sections/Units (D/CRCF/S/Us) and provide technical assistance in the formulation of plans, Social Protection and Development Report (SPDR), and other planning and policy documents;
2. Monitor the implementation of related plans and prepare periodic reports;
3. Assist in the development of Research Monitoring and Evaluation Tool;
4. Maintains data bank on planning matters and prepare analysis of such;
5. Prepares and acknowledges accomplishment report of D/C/RCF/S/Us;
6. Review and provide inputs to the statistical data of the Quarterly Physical Accomplishment Reports;
7. Prepares/Consolidates Quarterly Harmonized Planning and Monitoring and Evaluation System (HPMES) Statistical Reports of Divisions, Units, RPMOs Centers and Institutions;
8. Assists in monitoring the compliance of the (D/C/RCF/S/Us) on their respective key result areas and targets committed in Office Performance Contract of the Region;
9. Assist in the preparation of the DSWD Field Office Performance Contract [OPCI and Office Performance Contract and Review [OPCR] ;
10. Review and provide inputs to the statistical contents of the DSWD Field Office OPC and OPCR;
11. Provides inputs to the statistical contents and requirements of Regional Sector Plans and budget and Regional Sector Accomplishment Reports;
12. Provides inputs to the statistical contents and requirements of Regional Gender and Development [GAD] Plan and Budget and the Regional Gender and Development [GAD] Accomplishment Reports;
13. Provide comments and inputs on the statistical data in the FO-initiated researches relative to SWD and SP policies and legislation as may be assigned;
14. Assist in the preparation of Inventory report of Proposed, On-going and Completed Research; conduct of Research and Technical Working Group [R&D-TWG] meetings; and documentation of the research for, as may be assigned;
15. Coordinates with regional statistical agencies on gathering secondary data;
16. Provides technical assistance and support to FO units in terms of data processing;
17. Performs other related task as required.

**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.

FINAL SHORTLISTING

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

1 ADMINISTRATIVE OFFICER II

ITEM NUMBER : OSEC-DSWDB-ADOF2-91-2015
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : Laurio, Ana Theresa M.
STATUS : Permanent
PLACE OF ASSIGNMENT : Human Resource Welfare Section

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 preferably in
Psychology, Human Resource, Education,
Public Administration and other Allied Social
Sciences
TRAINING : With at least 8 hours of relevant training
EXPERIENCE : With at least 1-year relevant experience
ELIGIBILITY : Career Service (Professional)/Second Level
Eligibility

JOB SUMMARY

Under the general supervision of the Officer-In-Charge of the Section, perform functions involving completed staff work for action documents relevant to administrative concerns, monitor assignments under office jurisdiction, and do other related work as may be assigned. And with some latitude for the exercise of independent judgement, performs professional training work using broad knowledge on training, administration, supervision, grievance machinery health and wellness activities and labor relations.

DUTIES AND RESPONSIBILITIES

1. Serve as secretariat to validation visit and/or Fact-Finding Committee;
2. Review and acknowledge received complaints/ concerns/ 8888;
3. Prepares simple and difficult communication as per instruction of Supervisor;
4. Prepares show cause order and/or request for explanation;
5. Transcribe Minutes of Meeting and other related activities needing documentation;
6. Coordinate with concerned offices for monitoring of deliverables;
7. Ensure submission of quarterly, semestral and annual report on Grievance Machinery and Progress Discipline; and
8. Facilitates advocacies, information dissemination to prevent occurrence of complaints and or grievances;
9. Assist in the implementation of AO 20s 2018 or the EMPOWER Guideline;
10. Assist in preparation and monitoring of WFP Implementation; Prepares project proposals;
11. Initiate partnership/ network building for provision of Health and Wellness and preventive measures for grievance machineries; and measures for grievance machineries; and
12. Perform other functions 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 (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.

FINAL SHORTLISTING

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

1 HOUSEPARENT II

ITEM NUMBER : OSEC-DSWDB-HP2-315-2004
SALARY GRADE : SG 6 / PHP 17,553.00
VICE : Tanauan, Lorenza A.
STATUS : Permanent
PLACE OF ASSIGNMENT : Nayon ng Kabtaan

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : High School Graduate
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : A graduate of practical nursing, midwifery
and other allied courses
TRAINING : At least 8 hours training along
housekeeping and caregiving course
EXPERIENCE : At least with 2 years' experience along
Provision of home-life service
ELIGIBILITY : None Required

JOB SUMMARY

Under the general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Observes and reports any significant behavioral patterns of clients to the supervising Houseparent as reference of the rehabilitation team (e.g. incident, progress and behavioral report);
2. Administer medication to clients, in accordance to specific instructions provided by the Medical Officer;
3. Prepare prescribed food such as for clients by following the instructions of 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 learning process;
5. Provides direct care and supervision to able-bodied clients in the residential care facilities in performing daily cottage activities;
6. Manages distribution of resources of the cottage to ensure proper and efficient consumption;
7. Undertakes general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage;
8. Acts as watcher in hospital and executive-on-duty when necessary.

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

EDUCATION (E)	15%
TRAINING (t)	15%
EXPERIENCE (e)	25%
WRITTEN EXAM (SPECIAL/TECHNICAL EXAM/TRADE TEST)	30%
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 41.25 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 **August 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/FONCRrecruitmentthub> 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.