



## VACANCIES AS OF AUGUST 24, 2023 (PERMANENT POSITIONS)



## 1 CHIEF ADMINISTRATIVE OFFICER

ITEM NUMBER : OSEC-DSWDB-CADOF-45-2004  
SALARY GRADE : SG 24 / PHP 90, 078.00  
VICE : Pagaduan, Alicia K.  
STATUS : Permanent  
PLACE OF ASSIGNMENT : Financial Management Division

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Master's Degree or Certificate in Leadership and Management from the CSC

TRAINING : 40 hours of supervisory/management learning and development intervention

EXPERIENCE : 4 years of management/supervisory experience

ELIGIBILITY : Career Service Professional / Second Level Eligibility

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Master's Degree in Public Administration or Government Management

TRAINING : 40 hours of supervisory/management Learning and development intervention undertaken within the last 5 years relevant to accounting and budget management, financial management

- EXPERIENCE** : At least 5 years of supervision and management and/or familiarity with the budgeting process of the government and preferably with a strong background in financial management
- ELIGIBILITY** : Career Service Professional / Second Level Eligibility

## **JOB SUMMARY**

Under the direction of the Assistant Regional Director with some latitude of exercise of independent judgment, serves as the Division Chief of Financial Management Division or other organizational unit of similar import engaged in varied work ranging from routine to very difficult and responsible work, or performs exceptionally difficult and responsible work requiring training and considerable experience and experience and demonstrated capacity for sound independent work and an intimate knowledge of a subject matter.

## **DUTIES AND RESPONSIBILITIES**

1. Plans, organizes, directs, supervises and conducts various activities and functions of the division relating to support services to operations in field office/centers and residential care facilities.
2. Prepares and implements effectively the financial plan to support the program, activities, and projects of the unit aimed at achieving its desired outcome and mandate along the key result areas lodged to FMD.
3. Provides inputs and comments on proposed policies and guidelines in the region.
4. Ensures the timely payment of all accountabilities and utilities of the office.

5. Directs the provision of administrative and logistical support to various activities of units/centers and residential care facilities.
6. Review documents and correspondences relative to the operation of the division.
7. Formulate policies and procedures as they affect the daily operations of the division.
8. Executes management functions such as planning, directing, organizing, staffing, and controlling the operations of the division.

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

*Only those who obtained 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 SENIOR MANPOWER DEVELOPMENT OFFICER

ITEM NUMBER : OSEC-DSWDB-SRMDO-338-2004  
SALARY GRADE : SG 18 / PHP 46, 725.00  
VICE : Galvero, Danilo F.  
STATUS : Permanent  
PLACE OF ASSIGNMENT : Rehabilitation Sheltered Workshop

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree  
TRAINING : Eight (8) hours of relevant training  
EXPERIENCE : Two (2) years of relevant experience  
ELIGIBILITY : Career Service Professional /  
Second Level Eligibility

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree preferably in  
Education, Psychology, Social Work, or  
other Allied Social Sciences

TRAINING : With eight (8) hours of relevant training  
Involving project monitoring and  
evaluation and budget management

EXPERIENCE : At least two (2) years supervisory/  
managerial experience in marketing,  
project management-related stints

ELIGIBILITY : Career Service Professional /  
Second Level Eligibility

## **JOB SUMMARY**

Under general supervision of the Center Head/OIC and with some latitude for the exercise of independent judgment, serves as the Officer-In-Charge in the absence of the center head, engaged in moderately responsible work requiring training and moderate experience or lower training but with considerable experience and very broad knowledge along training, project implementation, and management.

## **DUTIES AND RESPONSIBILITIES**

1. Interprets and translates applications and philosophy, policies and procedures, standards, methods, and techniques and recommends modification for effective implementation of training programs in the training center.
2. Administers, directs, and provides technical supervision to projects being proposed along with the delivery of services in the center
3. Develop innovative means of promoting the products of clients in the center
4. Establishes partnerships and networks to mobilize in promoting the skills of the clients.
5. Review and consolidate all reports being submitted by staff under productivity services for onward submission to the center head
6. Supervises and provides technical assistance to colleagues in crafting proposals and other technical reportorial requirements.
7. Maintains records and systems of all the income earned per project
8. Draft policies, and concept papers along with the delivery of social welfare and development programs to address the concerns and needs of 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 (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 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 INFORMATION OFFICER II

ITEM NUMBER : OSEC-DSWDB-INFO2-87-2004  
SALARY GRADE : SG 15 / PHP 36, 619.00  
VICE : Magno, Kim Dale P.  
STATUS : Permanent  
PLACE OF ASSIGNMENT : Social Marketing Office

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree  
TRAINING : Four (4) hours of relevant training  
EXPERIENCE : One (1) year of relevant experience  
ELIGIBILITY : Career Service (Professional) /  
Second Level Eligibility

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Graduate of Development  
Communication, Mass Communication,  
Information Management, Journalism or  
any other Allied Field

TRAINING : At least 8 hours of training in  
Communication  
programs and marketing strategies

EXPERIENCE : 2 years of experience in communication  
and marketing of advocacy and  
development projects

ELIGIBILITY : Career Service (Professional) /  
Second Level Eligibility

## JOB SUMMARY

Under general supervision of the Regional Director and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience, and broad knowledge of a special subject matter.

## DUTIES AND RESPONSIBILITIES

1. Manages and supervises the formulation of social marketing and advocacy plans/ strategies to promote the Department's programs and services.
2. Establishes and implements monitoring and evaluation mechanism to gauge extent and effectiveness of programs implemented
3. Networks and coordinates with other offices and organizations in updating and enhancing advocacy and marketing points.
4. Writes/ develops news, articles and featured stories of target clients to promote and encourage support along with the implementation of various projects of the region.
5. Designs and develops brochures, tarpaulin, flyers and other IEC materials to showcase the programs and services of DSWD.
6. Collects data through interviews and other special events with photos necessary for the development of articles.
7. Organize media and other public information events to promote the best practices and experience of target beneficiaries and success stories of clients.
8. Prepares and monitors publicity and advocacy plan of the programs.

**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 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-SOCWO2-384-2004  
SALARY GRADE : SG 15 / PHP 36, 619.00  
VICE : Escarilla, Judith R.  
STATUS : Permanent  
PLACE OF ASSIGNMENT : National Vocational Rehabilitation Center

### 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 : Bachelor's Degree in Social Work

TRAINING : 120 hours of training on Gender Responsive Case Management;  
120 hours of training on handling persons with disabilities and other vulnerable groups

EXPERIENCE : Has at least 1 year experience working in organization catering to persons with disabilities and other vulnerable groups

ELIGIBILITY : RA 1080 (Social Worker)

## JOB SUMMARY

Performs as Case Manager to help clients reach their optimum adjustment to their disability and works towards social integration in their family and community.

## DUTIES AND RESPONSIBILITIES

1. Conducts interviews, home visits, jail visits, case counseling, and case management conferences;
2. Prepares Social Case Study Reports of clients
3. Consolidates intervention plans of different services for the client
4. Monitors the status of intervention plans of the different services for the client
5. Coordinates with the different services of the center related to the rehabilitation needs of clients
6. Attends Rehabilitation Team meetings
7. Assesses and recommends qualified clients for livelihood assistance in coordination with the Placement Officer
8. Coordinates and negotiates with LGUs, NGOs and NGAs, industry establishments, and private individuals on recruitment of clients and sponsorship for training needs;
9. Conducts aftercare monitoring of rehabilitated clients;
10. Prepares/submits project proposals, case studies, and other reports;
11. Performs other related tasks assigned or 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 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-ADOF2-92-2015  
**SALARY GRADE** : SG 11 / PHP 27, 000.00  
**VICE** : Ines, Carissa R.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Records and Archives 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 Business Course/Office Administration, Library and Information Science and other similar courses  
**TRAINING** : With relevant training on government related and/or basic records management  
**EXPERIENCE** : Knowledgeable and familiar with Republic Act 9470 is an advantage but not required. With work experience in document archiving and records management  
**ELIGIBILITY** : Career Service (Professional)/  
Second Level Eligibility

## JOB SUMMARY

The Administrative Officer II will be responsible for records management archiving and disposal. Maintains a records management system, including the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the department.

## DUTIES AND RESPONSIBILITIES

1. Assisting with the daily activities of the Records Archives Management Section.
2. Monitoring and enforcing the agency's policies and procedures.
3. Maintaining good relations to various offices in and outside the department.
4. Provides Administrative support in the planning, formulating and implementing a records management and archival administration for the efficient maintenance retention storage and disposal of public records.
5. Assist in preparing documents, meetings and presentations during knowledge sessions and other related activities.
6. Assist in the development and maintenance of an efficient records system.
7. Drafts memoranda as may be required by the immediate superior.
8. Render additional services as authorized in the exigency of the service from 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 45 points or 75% on ETE shall  
proceed to the next recruitment process.*

**FINAL SHORTLISTING**

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

## 1 ADMINISTRATIVE AIDE IV (CLERK II)

ITEM NUMBER : OSEC-DSWDB-ADA4-640-2004  
SALARY GRADE : SG 4 / PHP 15, 586.00  
VICE : Dizon, Alvin Christian D.  
STATUS : Permanent  
PLACE OF ASSIGNMENT : Cash Section

### CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Completion of Two (2) Years Studies in College  
TRAINING : None Required  
EXPERIENCE : None Required  
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree in Financial Management /Business Administration  
TRAINING : None Required  
EXPERIENCE : None Required  
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

## **JOB SUMMARY**

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

## **DUTIES AND RESPONSIBILITIES**

1. Assists and facilitates the incoming/outgoing documents;
2. Drafts/prepares generic simple memorandum/official communication for the department;
3. Provides administrative support by receiving and making phone calls and attending to clients' needs; AND
4. Acts as support staff during training and conducts administrative/office-related activities.

**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 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-HP2-230-2004  
**SALARY GRADE** : SG 6 / PHP 17,553.00  
**VICE** : Maming, Cristina Liwanag S.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Reception and Study Center for Children

### CSC – PRESCRIBED QUALIFICATION STANDARD

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

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : With a vocational course in caregiving or NC II recipient, housekeeping, or other related vocational course  
**TRAINING** : Preferably with NC II in housekeeping and Caregiving  
**EXPERIENCE** : At least 1 year experience along provision of homelife service/repairs and maintenance  
**ELIGIBILITY** : None Required

## JOB SUMMARY

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

## DUTIES AND RESPONSIBILITIES

1. Provides direct care and supervision to the children on care and custody.
2. Ensure provision and the consumption of daily meals for each child as planned/set by the Nutritionist-Dietitian towards a nutritionally healthy life
3. Administer medication to children, in accordance with specific instructions provided by the Medical Officer and or Nurse on Duty
4. Accord children with life skills and developmentally appropriate activities beneficial to their growth and development such as but not limited to artworks, writing, reading storytelling, educational TV/video viewing, etc.
5. Safely accompany and assist children in participating in activities extended by other partners conducting outreach inside and outside our premises.
6. Undertake cottage management and perform general household duties including cleaning, and laundry, in order to maintain the cleanliness and orderliness of the home.
7. Observe and document the performed/demonstrated verbal and non-verbal behaviors of children and submit necessary required reports.
8. Reports in writing any significant behavioral patterns of clients to the Supervising Houseparent as the reference of the rehabilitation team for further behavior management (e.g. incident, progress, and behavioral report)
9. Request for and be responsible as a steward of resources by ensuring equal distribution and monitoring of the children's personal things and efficient consumption of home supplies and materials in maintaining and upkeeping the home.
10. Act as hospital watcher, escort when necessary and Executive on duty as per schedule.
11. Perform other related task.

**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 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 **SEPTEMBER 3, 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](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) 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/FONCRrecruitment> 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.*