



VACANCIES AS OF SEPTEMBER 12, 2023 (Contract of Service)



1 ADMINISTRATIVE AIDE IV (DRIVER)

ITEM NUMBER : FONCR-COS-ADA4-2309042
SALARY GRADE : SG 4/ 15,586. 00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Regional Rehabilitation Center for Youth

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Elementary Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Professional Driver's License

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : Elementary Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Professional Driver's License

JOB SUMMARY

Under general supervision and following detailed rules and procedures, as official driver of the facility as service driver in all the transactions of the center, emergency cases/incident, observe regular maintenance check-up of vehicle for the safety and protection of the passengers.

DUTIES AND RESPONSIBILITIES

1. Drives the official vehicle;
2. Attends to maintenance of official vehicle;
3. Prepares minor repair and troubleshooting;
4. Acts as messenger/liase documents, when requested;
5. Prepare requirements on the use of official vehicle; and
6. Assists in the loading and unloading of supplies, materials and equipment;
7. Properly accomplish vehicle trip ticket;
8. Performs other related functions.

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%**.

3 COOK II

ITEM NUMBER : FONCR-COS-COK2-2309039
FONCR-COS-COK2-2309040
FONCR-COS-COK2-2309041

SALARY GRADE : SG 5/ 16,543. 00

VICE : Newly Created Position

STATUS : Contract of Service

PLACE OF ASSIGNMENT : Regional Rehabilitation Center for Youth

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Elementary Graduate

EXPERIENCE : None Required

TRAINING : None Required

ELIGIBILITY : None Required

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : High School Graduate

EXPERIENCE : None Required

TRAINING : None Required

ELIGIBILITY : None Required

JOB SUMMARY

Under general supervision of Social Welfare Officer III and Nutritionist Dietitian I with some latitude for the exercise of independent judgment, performs menu planning, purchasing of supplies and daily preparation of nutritious meals and snacks served to the clients in the center. Works in consultation with Nutritionist-Dietitians to ensure the smooth operation of the kitchen and its coordination with the other programs of the center.

DUTIES AND RESPONSIBILITIES

1. Conduct housekeeping tasks necessary to maintain the kitchen in an organized, clean, safe and hygienic condition at all times.
2. Prepares meals in accordance to recipes and menu and to the recommendation of Nutritionist Dietitian.
3. Conducts regular inventory of kitchen equipment and supplies.
4. Check, Inspects and accepts food supplies delivered in the center to ensure best quality of products like size and quality of fish, freshness of meat and the like.
5. Cleans and stores raw foodstuff deliveries.
6. Check availability of ingredients needed for the next day menu
7. Establishes and maintains communication and consultation with clients and other services regarding the clients' dietary restrictions, allergies etc.
8. Prepares requisition of non-perishable foods, toiletries and other supplies.

APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

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

17 HOUSEPARENT II

ITEM NUMBER : FONCR-COS-HP2-2309022 to
FONCR-COS-HP2-2309038
SALARY GRADE : SG 6/ 17,553. 00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Regional Rehabilitation Center for
Youth

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATION (COMPETENCY-BASED)

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

JOB SUMMARY

Under 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. Assist residents in undertaking general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage
8. Provide nursing care especially to residents whose are unable to attend to their own personal care.
9. Report cases of accidents of residents as she/he has the first knowledge when accidents happened within the resident.
10. Acts as watcher in hospital and executive-on-duty when necessary.
11. Checks the resident's personal belongings once admitted in the center.
12. All valuables shall be sorted, recorded and turned over o the Social Welfare in charge.
13. Other related tasks assigned by the Homelife Supervisor or Center Head.

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
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FINAL SHORTLISTING

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

1 ADMINISTRATIVE ASSISTANT II

ITEM NUMBER : FONCR-COS-ADAS2-2309021
SALARY GRADE : SG 8/ 19,744. 00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Regional Rehabilitation Center for Youth

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Completion of Two (2) years in college
EXPERIENCE : One (1) year relevant experience
TRAINING : Four (4) hours relevant training
ELIGIBILITY : Career Service Sub- professional/ First Level Eligibility

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : Completion of Two (2) years in college
EXPERIENCE : One (1) year relevant experience
TRAINING : Four (4) hours relevant training
ELIGIBILITY : None Required

JOB SUMMARY

Under general supervision of the Social Welfare Officer III and performs some technical and direct administrative tasks to facilitate detailed compliance to RA 9184 also known as "Government Procurement Reform Act, to serve the needs of the Field Office pertaining to supplies, properties and food stuff.

DUTIES AND RESPONSIBILITIES

1. Receives Property, Plant and Equipment (PPE) delivered through Purchase or Donation. Submit report of Semestral/ purchased equipment within (5) days upon receipt to Property and Assets Section Field Office for recording and monitoring.
2. Records PPE in the Registry book and Property card indicating used number of items received, description, serial number if any and amount/cost per item of PPE
3. Prepares the Proper Accountability Receipt (PAR) for issuance to accountable person who will use the PPE, assigned corresponding property number and post on PPE
4. Maintains preventive maintenance record of the PPE while the PPE in serviceable
5. Prepares and submits records of serviceable and unserviceable PPE in the General form number 13 and 12 (Inventory Report of Serviceable Property and Inventory and Inspection Report of Unserviceable PPE)
6. Prepares Requisition Issuance Slip (RIS) for the replacement of unserviceable PPE for approval.
7. Regularly conduct check, inspection and assessment on the issued PPE of its serviceability.
8. Assists the Regional PPE Inventory Committee in the conduct of physical count of Serviceable and Unserviceable PPEs as per schedule of the undertaking.
9. Prepares the pre-repair Inspection Report of PPE submit or use of repair for inspection and approval.
10. Ensures that unserviceable PPE are well-stored in safe place for proper inspection and inventory by the PPE Inventory Committee
11. Perform other related tasks and functions to be assigned by the Head of the Unit.

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%

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SCORE ON ETE.

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FINAL SHORTLISTING

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SHOULD NOT BE LESS THAN **80%**.

1 HOUSEPARENT III

ITEM NUMBER : FONCR-COS-HP3-2309017
SALARY GRADE : SG 9/ 21,211. 00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Regional Rehabilitation Center for Youth

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : High School Graduate
EXPERIENCE : One (1) year relevant experience
TRAINING : Four (4) hours relevant training
ELIGIBILITY : None Required

PREFERRED QUALIFICATION (COMPETENCY-BASED)

EDUCATION : Graduate of Midwifery/ Practical Nursing or Allied Courses
EXPERIENCE : Two (2) years relevant experience
TRAINING : Eight (8) hours relevant training
ELIGIBILITY : None Required

JOB SUMMARY

Under general supervision 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. Supervises the implementation of programs and services of the center's Homelife Service
2. Assists in providing supervision and technical assistance to homelife staff to ensure quality homelife service.
3. Formulates policies and programs to improve rehabilitation programs for clients in the center.
4. Evaluates programs and activities along homelife service as part of the rehabilitation plan.
5. Prepares work schedules of homelife staff to ensure proper endorsement of tasks and cottages.
6. Consolidates behavioral and progress reports of clients as basis of other services in evaluating/ monitoring the rehabilitation plan for the clients
7. Holds meeting for homelife staff to gain feedback and ensure that the rehabilitation plan is implemented in each cottage.
8. Coordinates with other allied services regarding the rehabilitation of residents.
9. Conducts Homelife Service meetings with the Houseparents.
10. Submits Homelife Service accomplishment reports.
11. Attends meetings and case conferences.

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

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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 17, 2023** not later than 5:00 PM:

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