

NOTICE OF VACANCY

As of 17 OCT 2023

Position : **1 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 (COS)**
Place of Assignment : **PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO)**

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)**

APPROVED PREFERRED QUALIFICATION STANDARDS BY THE OIC

Education : **Bachelor's degree in Social Work**
Training : **Eight (8) hours of relevant training**
Experience : **Two (2) years relevant experience on actual case management**
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 Pantawid 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 4P's 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 (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting Obtained **45 points** or **75%** of the maximum total score on the ETE.

Only those who obtained a 45 points or 75% shall proceed to the next recruitment process.

Final Shortlisting Top 5 highest rating but overall rating should not be less than 60%.

10. Coordinates with concerned programs, units, division in the conduct of community development such as advocacy and capacity building of members for development of people's organizations.
11. Monitors existing community organizing and/or community development activities such as urban gardening.
12. Maintains a journal and document experiences, learning, good practices for enhancement of program operations and policies with the help of other regional staff.
13. Maintains directory of stakeholders, People's Organizations' Leaders and other significant institutions/offices in the assigned LGU/s and community/ies.
14. Develops potential community volunteers from amongst the members of the program in carrying out work plan.
15. Attends to meeting and gathering as required by the program.
16. Fulfills reportorial requirements as established by the M&E system.
17. 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%
TOTAL	100%

Initial Shortlisting Obtained **45 points** or **75%** of the maximum total score on the ETE.

Only those who obtained a 45 points or 75% shall proceed to the next recruitment process.

Final Shortlisting Top 5 highest rating but overall rating should not be less than 60%.

Position : 1 ADMINISTRATIVE ASSISTANT III (COMMUNITY DEVELOPMENT ASSISTANT)
Item Number : FONCR-PCOS-ADAS3-000008
Salary Grade : SG 9 / Php 21,211.00
Vice : DANGANAN, ARMINA M.
Status : CONTRACT OF SERVICE (COS)
Place of Assignment : PANTAWID PAMILYANG PILIPINO PROGRAM (RPMO)

CSC - PRESCRIBED QUALIFICATION STANDARD

Education : Completion of two-years studies in college
Training : Four (4) hours of relevant training
Experience : One (1) year of relevant experience
Eligibility : None required

APPROVED PREFERRED QUALIFICATION STANDARDS BY THE OIC

Education : Bachelor's degree in Business-Related Courses
Training : Four (4) hours of relevant training
Experience : One (1) year of relevant experience
Eligibility : RA 1080 or CS Sub-Professional (Optional)

JOB SUMMARY

The Administrative Assistant III (Community Development Assistant) shall perform administrative-related task as receiving incoming and outgoing documents; shall provide assistance in preparing logistical support in the implementation of the program.

DUTIES AND RESPONSIBILITIES

1. Oversee incoming and outgoing communications.
2. Type confidential correspondence, reports and other documents.
3. Maintain and update official files.
4. Keep all schedules and activities of the deputy program manager.
5. Keep track of day to day communications.
6. Operate Fax Machine and transmit messages to FOs / other agencies.
7. 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 (IQT)	10%
Special/Technical Exam	15%
Panel Interview	10%
IPCR or any related Performance Assessment/ Review	5%
TOTAL	100%

Initial Shortlisting Obtained **45 points** or **75%** of the maximum total score on the ETE.

Only those who obtained a 45 points or 75% shall proceed to the next recruitment process.

Final Shortlisting Top 5 highest rating but overall rating should not be less than 60%.


Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to 3rd Floor, J & T Building, 3894 Magsaysay Blvd., Sta. Mesa, Manila on or before 27 OCT 2023 not later than 5:00 PM:

1. Application letter addressed to **Regional Director ATTY. MICHAEL JOSEPH J. LORICO** (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);
4. Photocopy of Certificate of Eligibility/Board of Rating and valid PRC License (if applicable);
5. Photocopy of Transcript of Records;
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificate of Grades for Master's/Doctor's Degree earned units (if applicable);
8. Photocopy of Certificates of relevant Learning and Development/Training attended;
9. Photocopy of Certificate/s of previous and present Employment (if applicable);
10. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
11. 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. Applications sent through to recruitment.foncr@dswd.gov.ph shall use the email subject **(Surname_Position_Item Number_Code_Position_Office Assignment_Position)**.
3. Applicants, who wish to apply for more than one (1) position, **must submit application documents for each position and plantilla item number.**
4. Present original or authenticated copies of the above documentary requirements for verification during filling of application.
5. 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.


BENCHIE B. GONZALES
Director III/ ARD for Administration


LGG/MB/cbb