



**VACANCIES AS OF
OCTOBER 19, 2023
(PERMANENT POSITIONS)**



1 SOCIAL WELFARE OFFICER IV

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 a Master's Degree
TRAINING : 16 hours of training in case management/counseling/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 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, and 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/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

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

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 the project development, policy development, research and data analysis, planning, data management, project monitoring and evaluation, and logical framework

EXPERIENCE : 4 years of relevant experience in 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. Develop and apply 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 Management and Development Division.
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 MANPOWER DEVELOPMENT OFFICER I

ITEM NUMBER : OSEC-DSWDB-MD01-127-2004
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : Arevalo, Faith Francesca L.
STATUS : Permanent
PLACE OF ASSIGNMENT : Jose Fabella Center

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree
TRAINING : None Required
EXPERIENCE : None Required
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 : None Required
EXPERIENCE : At least with 1 year of experience on
facilitating training programs and
technical writing
ELIGIBILITY : Career Service (Professional)/
Second Level Eligibility

JOB SUMMARY

Under general supervision of Social Welfare Officer V and Senior Manpower Development Officer/Project Development Officer III and with some latitude for the exercise of independent judgement, performs somewhat difficult, responsible professional work requiring training, some experience, and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Identifies development and skills training needs of the client through consultation with other services;
2. Develop the potential of clients by teaching and engaging them in various training programs in the center in order to prepare them to undertake and manage self-employment projects;
3. Conceptualizes and prepares project proposals regarding new training programs/ vocations;
4. Prepares and introduces methods and strategies that would help clients improve the quality and marketability of their products
5. Establishes partnership with stakeholders to ensure partnership in placing the students for internship and possible employment;
5. Places and monitors clients during the internship to evaluate the outcomes of the training programs and feedback of partners; and
6. Collect labor market information for clients regarding job openings and other occupational information to ensure that upon completion of the training, clients will be placed for secured employment

**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-ADOF2-138-2004
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : Soliva, Louel A.
STATUS : Permanent
PLACE OF : General Services Section
ASSIGNMENT

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 in Civil Engineering
TRAINING : 16 hours of training on Administrative
procedures
EXPERIENCE : 2 years experience in Administrative
Work specifically implementation and
monitoring of infrastructure projects
ELIGIBILITY : Career Service (Professional)/
Second Level Eligibility

JOB SUMMARY

Under general supervision of the Chief Administrative Officer, Supervising Administrative Officer, and Administrative Officer V with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience, and broad knowledge of engineering.

DUTIES AND RESPONSIBILITIES

1. Prepares Project Proposals, Terms of References,, Bill of Quantities, Design, Program of Works, and other technical documents along infrastructure projects.
2. Prepare periodic accomplishment reports on the status of monitoring of infrastructure projects in the field office and centers/residential care facilities.
3. Execute technical advisories and/or technical assistance to all offices along infra projects and other administrative matters;
3. Provide supervision to technicians of the General Services Section in the discharge of their duties and responsibilities;
4. Ensures compliance with all approved ISO Standard Operating Procedures of General Services Sections;
5. Evaluate the performance of contractors of infrastructure projects;
6. Attend meetings, trainings, conferences, seminars, and other official activities;
7. Prepares/draft memoranda, feedback reports, correspondences, and other official documents;
8. Prepares semestral reports on monitoring of policies, guidelines, and circulars along RA 9184, National Building Code, and other laws and policies along building repairs and construction;
9. Coordinates with various offices including centers/residential care facilities along with administrative concerns;
10. Prepares master development plans for field office;
11. As a member of the Technical Working Group (TWG) of the Bids and Awards Committee (BAC) assess and evaluate proposals from bidders;
12. Does other related tasks that may be required by the supervisor and/or management 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-HP2-279-2004
SALARY GRADE : SG 6 / PHP 17,553.00
VICE : Vedaña, Vivencia N.
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 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 with 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 instruction 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 activities extended by other partners conducting outreach inside and outside our premises.
6. Undertake cottage management and performs general household duties including cleaning, laundry, in order to maintain the cleanliness and orderliness of the home.
7. Observes and document the performed/demonstrated both 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 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 through ensuring equal distribution and monitoring of the children's

- personal things and efficient consumption of home supplies and materials in maintaining and up-keeping 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	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%.

NOTES:

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 October 29, 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).

1. For online submission of the 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 the filling of 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.