



**VACANCIES AS OF
DECEMBER 13, 2023
(CONTRACT OF SERVICE POSITIONS)**



1 MEDICAL OFFICER III

ITEM NUMBER : FONCR-COS-SOCW03-2309002
SALARY GRADE : SG 21/ 63, 997. 00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Regional Rehabilitation Center for Youth

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Doctor of Medicine
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Physician)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : RA 1080 (Physician)
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : RA 1080 (Physician)

JOB SUMMARY

Under the direction of Social Welfare Officer III with substantial latitude for the exercise of independent judgment, engaged in moderately responsible work requiring training and moderate experience or lower training but with considerable experience and very broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Assumes the principal obligation and responsibility to manage the resident's medical condition.
2. Performs medical history taking and thorough physical examination of all residents.
3. Requests for routine laboratory examinations and other necessary workup.
4. Formulates the resident's medical plan.
5. In cases of complicated medical cases/emergency cases, facilitates referral to hospital.
6. Supervises activities of the medical staff.
7. Participates in the intervention team meeting and case conferences to update the team of the current medical condition.
8. Accomplishes medical abstract/ medical certificate of resident for reference and information of other concerned agencies/institutions.
9. Prepares and conducts lectures on health and medical topics and proposes IEC materials to advocate healthy lifestyle and preventive health care to residents and staff.
10. Submits feedback reports and confirmation of agreements during monitoring visits and technical assistance to Centers/ Residential Care Facilities in relation to health concerns of the clients.
11. Prepare and date progress notes at each visit/ consultation.
12. Prepares and submits reports as per timeline

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/REVIEW	5%

SHORTLISTING

OBTAINED **45 POINTS** OR **75%** ON EDUCATION, TRAINING
AND EXPERIENCE (ETE).

FINAL SHORTLISTING

Candidates who will obtain an overall cut off score of at least 60%

1 DENTIST

ITEM NUMBER : FONCR-COS-DENT2-2309003
SALARY GRADE : SG 17/ 43, 030. 00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Regional Rehabilitation Center for Youth

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Doctor of Dental Medicine or Dental Surgery
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : RA 1080 (Dentist)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Doctor of Dental Medicine or Dental Surgery
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : RA 1080 (Dentist)

JOB SUMMARY

Under general supervision of Social Welfare Officer III and Medical Officer III and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge on the dental health program.

DUTIES AND RESPONSIBILITIES

1. Provides basic dental services to clients such as Oral Examination, Oral Prophylaxis, Tooth Extraction and Tooth Restoration.
2. Prescribes medications such as antibiotics when necessary to avoid infection after extraction
3. Administer anesthetics to limit the amount of pain experienced by clients during procedures.
4. Examine teeth, gums, and related tissues, using dental instruments and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities, and plan appropriate treatments.
5. Advise and instruct clients regarding preventive dental care, the causes and treatment of dental problems, and oral health care services.
6. Diagnose and treat diseases, injuries, and malformations of teeth, gums and related oral structures, and provide preventive and corrective services.
7. Conduct Oral Health Awareness to residents and staff.
8. Maintains dental records and database of clients served and checks its progress to ensure that proper dental service is being given.

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/REVIEW	5%

SHORTLISTING

OBTAINED **45 POINTS** OR **75%** ON EDUCATION, TRAINING AND EXPERIENCE (ETE).

FINAL SHORTLISTING

Candidates who will obtain an overall cut off score of at least 60%

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 **December 23, 2023** not later than 5:00 PM:

1. Application letter addressed to Regional Director **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) 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 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.