



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



2 COOK II

ITEM NUMBER : 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 School Graduate
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Elementary School Graduate
TRAINING : None Required
EXPERIENCE : 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)	15%
TRAINING (T)	15%
EXPERIENCE (E)	25%
WRITTEN EXAM SPECIAL / TECHNICAL EXAM	30%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

SHORTLISTING

OBTAINED **41.95 POINTS** OR **75%** ON EDUCATION, TRAINING
AND EXPERIENCE (ETE).

2 NURSE I

ITEM NUMBER : FONCR-COS-NUR1-2309011
FONCR-COS-NUR1-2309012
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Regional Rehabilitation Center for Youth

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor of Science in Nursing
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Nurse)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree in Nursing
Technology, Business Management
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : RA 1080 (Nurse)

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 of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Assists in conceptualizing IC materials to promote various health-based advocacy programs
2. Conduct regular rounds during duty and monitor medical condition of the resident
3. Assist the medical officer during medical consultation and ensure that the medical officer's orders are carried out properly.
4. Administers medications.
5. Performs health education to address safety care needs for injuries, common complications and prevalent illnesses and for the promotion of health.
6. Escorts residents to the hospital and other charitable institutions during emergency or if necessary.
7. Maintains medical records of clients as reference of Medical Officers in diagnosing and providing treatment.
8. Promotes clients' independence by establishing care goals to understand the condition and medications.
9. Assures quality of nursing care by adhering to therapeutic standards, assessing medical intervention undertaken, making or recommending necessary adjustments; following C/RCF protocol in providing proper medical service to clients.
10. Maintains medical supplies inventory by checking stock to determine availability; anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies

11. Ensures efficient and coordinated medical services by coordinating and planning clinic activities; communicates clients' needs and makes referrals when necessary.
12. Administers and checks proper medication order as prescribed by the Medical Officer III and reviews drugs/medicines on stock to ensure that it does not exceed the expiration date.
13. Provide frequent client evaluations including monitoring vital signs and perform essential procedures during emergency situations
14. Prepares and submits reports.

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%

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 NUTRITIONIST DIETITIAN

ITEM NUMBER : FONCR-COS-ND1-2309013
SALARY GRADE : SG 11/ 27, 000. 00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Regional Rehabilitation Center for Youth

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor of Science in Nutrition-Dietetics or Community Nutrition
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Nutritionist Dietitian)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree in Nutrition and Dietetics
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Nutritionist Dietitian)

JOB SUMMARY

Under general supervision of Social Welfare Officer III 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 functioning as head of Dietary Services.

DUTIES AND RESPONSIBILITIES

1. Prepares menu for residents in accordance with their nutritional needs.
2. Supervises the preparation, cooking and distribution of meals to clients and observes recommended dietary and nutrients schedules.
3. Provides guidance on the development of healthy eating habits to ensure that dietary requirements of the clients are met.
4. Estimates and prepares documents for purchases of food supplies and equipment, (proposals, purchase orders, purchase requests); receiving, checking and taking inventories of food supplies.
5. Prepares daily meal patterns that combines food habits with remedial needs of clients and keeps responses and progress to new diets.
6. Interprets the dietetic prescription of the physician.
7. Visits all dorms to know if the food is properly given to the resident.
8. Promotes better nutrition by educating clients and staff about diet, nutrition, and the relationship between good eating habits and preventing or managing specific diseases through conduct of technical learning sessions and/or distribution of IEC materials.
9. Leads nutrition related activities to encourage prevention and health promotion.
10. Prepares and submits reports.

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 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
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : Career Service Sub- professional/ First Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Completion of Two (2) years in college
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
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
2. 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.
3. 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
4. Prepares the Proper Accountability Receipt (PAR) for issuance to accountable person who will use the PPE, assigned corresponding property number and post on PPE
5. Maintains preventive maintenance record of the PPE while the PPE in serviceable
6. 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)
7. Prepares Requisition Issuance Slip (RIS) for the replacement of unserviceable PPE for approval.
8. Regularly conduct check, inspection and assessment on the issued PPE of its serviceability.

9. Assists the Regional PPE Inventory Committee in the conduct of physical count of Serviceable and Unserviceable PPEs as per schedule of the undertaking.
10. Prepares the pre-repair Inspection Report of PPE submit or use of repair for inspection and approval.
11. Ensures that unserviceable PPE are well-stored in safe place for proper inspection and inventory by the PPE Inventory Committee
12. 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/REVIEW	5%

SHORTLISTING

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

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 18, 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.