



**VACANCIES AS OF
FEBRUARY 19, 2024
(CONTRACTUAL POSITIONS)**



20 PROJECT DEVELOPMENT OFFICER II (CITY LINK)

ITEM NUMBER : FONCR-PCONTRACTUAL-PDO2-000471
FONCR-PCONTRACTUAL-PDO2-000606
FONCR-PCONTRACTUAL-PDO2-000618
FONCR-PCONTRACTUAL-PDO2-000617
FONCR-PCONTRACTUAL-PDO2-000622
FONCR-PCONTRACTUAL-PDO2-000624
FONCR-PCONTRACTUAL-PDO2-000628
FONCR-PCONTRACTUAL-PDO2-000140
FONCR-PCONTRACTUAL-PDO2-000282
FONCR-PCONTRACTUAL-PDO2-000009
FONCR-PCONTRACTUAL-PDO2-000522
FONCR-PCONTRACTUAL-PDO2-000570
FONCR-PCONTRACTUAL-PDO2-000299
FONCR-PCONTRACTUAL-PDO2-000290
FONCR-PCONTRACTUAL-PDO2-000531
FONCR-PCONTRACTUAL-PDO2-000216
FONCR-PCONTRACTUAL-PDO2-000026
FONCR-PCONTRACTUAL-PDO2-000180
FONCR-PCONTRACTUAL-PDO2-000576
FONCR-PCONTRACTUAL-PDO2-000201

SALARY GRADE : SG 15 / PHP 36,619.00

VICE : NEWLY-CREATED POSITION WITH
APPROVED AUTHORITY TO HIRE
DATED DECEMBER 22, 2020
NEWLY-CREATED POSITION WITH
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APACIBLE, MELBOURNE S.
TUPLANO, LOLITO M.
ABULOK, CIARALYN M.
GANNABAN, JAEY ANN M.
JIMENEZ, SONIA BARREDO
ESCOBEDO, PAMELA JOYCE J.
LUCAS, ROSERNNIE M.
GABAN, MARK ANTHONY O.
MA, KRISTINE GRACE D.G.
GRAGEDA, ROXANNE JENN E.
DIVINA, MARK ANGELO R.
DELA CRUZ, ENGELICA MARIE,
MARTINEZ
GUIANG, BIANCA CAMILLE D.

STATUS : Contractual
PLACE OF : Pantawid Pamilyang Pilipino Program
ASSIGNMENT (NCR)

CSC – PRESCRIBED QUALIFICATION STANDARD

| | | |
|--------------------|---|--|
| EDUCATION | : | Bachelor's degree relevant to the job |
| TRAINING | : | Four (4) hours of relevant training |
| EXPERIENCE | : | One (1) year of relevant experience |
| ELIGIBILITY | : | CS Professional/Second Level Eligibility |

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

| | | |
|--------------------|---|--|
| EDUCATION | : | Bachelor's Degree preferably in Social Work, Social Sciences, Community Development or Allied Sciences |
| TRAINING | : | At least 24 hours training in planning and organizing, frontline service |
| EXPERIENCE | : | At least 2 years' experience in community organizing, case management, support to an organization or major/complex project |
| ELIGIBILITY | : | None required |

JOB SUMMARY

Administers the systems and processes for the Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the municipal level in accordance with approved work and financial plan and standard procedures of the program.

DUTIES AND RESPONSIBILITIES

1. Maintain and monitor City/Municipal Caseload as follows:
 - Total registration and enrollment – Ids, Oath of Commitment & LBP forms
 - No. HHs with Cash Cards
 - Updated list of Schools – day care center, pre-school, elementary and high school
 - Updated list of health centers and health stations
 - No. of Parent Leaders
 - No. of HHs provided with other support programs and services
 - No. of HH subjected to case management intervention
 - No. of HHs administered with SWDI
 - No. of HHs for graduation
 - No. of organized Parent Groups
 - No. of households for waive, delisting, and/or graduation

2. Facilitate conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other stakeholders.
3. Facilitate, review, and monitor submission of complaints and grievances through the LGU Links and parent leaders and other members of the community.
4. Prepare Supply Side Assessment results to LGU and partners.
5. Serve as secretariat to the Municipal Advisory Committee.
6. Prepare and submits reports.
7. Prepare case summary reports of households with dysfunctional families and/or whose HH members are in difficult circumstances and other Pantawid Admin and system related reports and submit to SWO III for review, inputs, and Technical Assistance.
8. Conduct of SWDI Enumeration/validation as assigned by the intermediate supervisor in a year.
9. Conducts interviews, home visits, field visitation, counseling, and case management of the beneficiaries of the program (from the duties of SWO III).
10. Perform other related tasks that may be assigned related to the program.

1 PROJECT DEVELOPMENT OFFICER II (GRIEVANCE REDRESS SYSTEM)

ITEM NUMBER : FONCR-PCONTRACTUAL-PDO2-000443
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : MEJIA, KARLA MAE C.
STATUS : Contractual
**PLACE OF
ASSIGNMENT** : Pantawid Pamilyang Pilipino Program
(NCR)

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's degree relevant to the job
TRAINING : Four (4) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : None required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree preferably in Social
Work, Social Sciences, Community
Development or Allied Sciences
TRAINING : Four (4) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : CS Professional/Second Level
Eligibility

JOB SUMMARY

The Project Development Officer II (Grievance Redress System) is tasked to receive, process, resolve and provide feedback to beneficiaries, stakeholders and general public with complaints against the program implementation.

DUTIES AND RESPONSIBILITIES

1. Advocate grievance modes/channels.
2. Ensure availability of grievance forms.
3. Review and analyze grievance reports and verify.
4. Monitor resolution of cases.
5. Database encoding and provision of resolution.
6. Provide feedback to concerned personnel.
7. Provide TA to MLs and CLs.
8. Distribute interview forms to Provincial Grievance Officers, collect forms, review and sort the same, check for duplicate entry mod, encode and distribute to appropriate office and feedback to PGO.
9. Receive referrals thru snail mail, email, network sites, reports and media, refer to CGO, validate with SWO III/ML, provision of immediate redress.
10. Receive and monitor report through SMS.

11. Receive report thru calls, check for duplicate entry mode, encode and report to PGO, provide immediate redress to and update data entry.
12. Provide weekly status report specifying summary of resolved, on-going, and cases with no action and indicating also the response time of ML's and R/P/CGO's.
13. Provide monthly status report specifying response time of ML's and R/P/CGOs, % resolution of cases response time of ML's, response time of R/P/CGOs.
14. Status-to-date submission to RGC Transactions by category/province and response time to MLs/CGOs.
15. Accomplish performance commitment and appraisal.
16. 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/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%.**

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 **FEB 29, 2024** 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.