



VACANCIES AS OF  
**APRIL 18, 2024**  
(PERMANENT POSITIONS)



# 1 CHIEF ADMINISTRATIVE OFFICER

**ITEM NUMBER** : OSEC-DSWDB-CADOF-45-2004  
**SALARY GRADE** : SG 24 / Php 90, 078.00  
**VICE** : Pagaduan, Alicia K.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Financial Management Division

## CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Master’s Degree or Certificate in Leadership and Management from the CSC  
**TRAINING** : 40 hours of supervisory/management learning and development intervention  
**EXPERIENCE** : Four (4) years of supervisory / management experience  
**ELIGIBILITY** : Career Service Professional / Second Level Eligibility

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : Master’s Degree in Public Administration or Government Management  
**TRAINING** : 40 hours of supervisory/management learning and development intervention relevant to accounting and budget management, financial management  
**EXPERIENCE** : At least with 5 years supervision and management and/or familiar with the budgeting process of the government and preferable with strong background in financial management  
**ELIGIBILITY** : Career Service Professional / Second Level Eligibility

## **JOB SUMMARY**

Under the direction of the Assistant Regional Director with some latitude of exercise of independent judgment, serves as the Division Chief of Financial Management Division or other organizational unit of similar import engaged in varied work ranging from routine to very difficult and responsible work, or performs exceptionally difficult and responsible work requiring training and considerable experience and demonstrated capacity for sound independent work and an intimate knowledge of a subject matter.

## **DUTIES AND RESPONSIBILITIES**

1. Plans, organizes, directs, supervises, and conducts various activities and functions of the division relating to support services to operations in field office/centers and residential care facilities.
2. Prepares and implements effectively the financial plan to support the program, activities, and projects of the unit aimed at achieving its desired outcome and mandate along the key result areas lodged to FMD.
3. Provides inputs and comments on proposed policies and guidelines in the region.
4. Ensures the timely payment of all accountabilities and utilities of the office.
5. Directs the provision of administrative and logistical support to various activities of units/centers and residential care facilities.
6. Reviews documents and correspondences relative to the operation of the division
7. Formulate policies and procedures as they affect the daily operations of the division.
8. Executes management functions such as planning, directing, organizing, staffing and controlling the operations of the division.

**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)	5%
SPECIAL / TECHNICAL EXAM	20%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

**INITIAL SHORTLISTING**

**OBTAINED 48 POINTS OR 80% OF THE MAXIMUM TOTAL SCORE ON ETE.**

*Only those who obtained the 48 points or 80% on ETE shall proceed to the next recruitment process.*

**FINAL SHORTLISTING**

**TOP 5 RANKING CANDIDATES BUT OVERALL RATING SHOULD NOT BE LESS THAN 85%.**

# 1 MANAGEMENT AND AUDIT ANALYST II

**ITEM NUMBER** : OSEC-DSWDB-MAA2-87-2004  
**SALARY GRADE** : SG 15 / PHP 36, 619.00  
**VICE** : Salcedo, Christian A.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Office of the Regional Director

## 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** : Career Service (Professional) /  
Second Level Eligibility

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : Bachelor's Degree relevant to the job  
**TRAINING** : Eight (8) hours of relevant training  
**EXPERIENCE** : Two (2) years of experience in Auditing  
and Financial Management  
**ELIGIBILITY** : Career Service (Professional) / Second  
Level Eligibility

## **JOB SUMMARY**

Under the direct Supervision of the Regional Director and with some latitude for the exercise of independent judgement, perform somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

## **DUTIES AND RESPONSIBILITIES**

1. Preparation of response to Commission on Audit findings and recommendations;
2. Facilitate meetings/ consultations between Service Providers/COA and related partners;
3. Transmit correspondence to Divisions/CRCF/Section/Units relative to money claims and COA findings;
4. Preparation of Monthly/ Quarterly/ Annual Audit Report and/or per prescribed timeline and template;
5. Monitoring and facilitation of resolution of IAS CARE; and
6. Perform other related tasks as assigned by the Regional Director.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:**

EDUCATION (E)	<b>25%</b>
TRAINING (T)	<b>10%</b>
EXPERIENCE (E)	<b>25%</b>
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	<b>10%</b>
SPECIAL / TECHNICAL EXAM	<b>15%</b>
PANEL INTERVIEW	<b>10%</b>
IPCR OR ANY RELATED PERFORMANCE/REVIEW	<b>5%</b>

**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 MEDICAL OFFICER III

**ITEM NUMBER** : OSEC-DSWDB-MDOF3-7-2010  
**SALARY GRADE** : SG 21 / PHP 63, 997.00  
**VICE** : Veridiano, Ofelia A.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Sanctuary Center

### **CSC – PRESCRIBED QUALIFICATION STANDARD**

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

### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

**EDUCATION** : With Master's Degree  
**TRAINING** : With Relevant Training on  
Community/Public Health,  
Occupational Health and Safety;  
Advanced Principles and Practices of  
Modern Medicine, Medical Diagnosis  
and Treatment  
**EXPERIENCE** : At Least 1 Year of Experience on  
Providing Community/Public Health  
Service  
**ELIGIBILITY** : RA 1080 (Physician)



## **JOB SUMMARY**

Under the direction of Social Welfare Officer V and Medical Specialist I and substantial latitude for the exercise of independent judgement, 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. Analyzes reports on death incidents from the residential care facilities to check on the completeness of information and whether proper medical interventions and actions have been undertaken by the staff.
2. Accomplishes and updates medical records of staff using the prescribed format which are confidential and may only be accessed by a third party with the content of the staff.
3. Prepares and conducts lectures on health and medical topics and proposes IEC materials to advocate healthy lifestyle and preventive health care to staff and employees.
4. 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.
5. Reviews the clients overall medical history including medications and treatments.
6. Properly define and describe patients' symptoms and problems, clarify and verify diagnoses and help establish realistic and attainable prognosis and care.
7. Prepare and date progress notes at each visit/consultation.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING  
CRITERIA FOR EVALUATION:**

EDUCATION (E)	<b>20%</b>
TRAINING (T)	<b>15%</b>
EXPERIENCE (E)	<b>25%</b>
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	<b>5%</b>
SPECIAL / TECHNICAL EXAM	<b>20%</b>
PANEL INTERVIEW	<b>10%</b>
IPCR OR ANY RELATED PERFORMANCE/REVIEW	<b>5%</b>

**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 MEDICAL OFFICER III

**ITEM NUMBER** : OSEC-DSWDB-MDOF3-6-2010  
**SALARY GRADE** : SG 21 / PHP 63, 997.00  
**VICE** : Muscat, George O.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Golden Reception and Action Center for Elderly and Other Special Cases

### CSC – PRESCRIBED QUALIFICATION STANDARD

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

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : With Master's Degree  
**TRAINING** : With relevant training on community/public health, occupational health and safety; training on advanced principles and practices of modern medicine, medical diagnosis and treatment including geriatric  
**EXPERIENCE** : At least one (1) year of experience on providing community/public health service  
**ELIGIBILITY** : RA 1080 (Physician)

## **JOB SUMMARY**

Under the direction of Center Head and Medical Specialist I and substantial latitude for the exercise of independent judgement, 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. Analyses reports on the residential care facilities to check on the completeness of information and whether proper medical interventions and actions have been undertaken by the staff.
2. Accomplishes and updates medical records of residents and staff using the prescribed format which are confidential and may only be accessed by a third party with the content of the staff.
3. Prepares and conducts lectures on health and medical topics and proposes IEC materials to advocate healthy lifestyle and preventive health care to staff and employees
4. Submits feedback reports and confirmation of agreements during monitoring visits, meetings attended and technical assistance to Centers/ Residential Care Facilities in relation to health concerns of the residents.
5. Reviews the residents overall medical history including medications and treatments
6. Properly define and describe residents /patients symptoms and problems, clarify and verify diagnoses and help establish realistic and attainable prognosis and care.
7. Prepare and date progress notes at each visit/ consultation.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING  
CRITERIA FOR EVALUATION:**

EDUCATION (E)	20%
TRAINING (T)	15%
EXPERIENCE (E)	25%
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	5%
SPECIAL / TECHNICAL EXAM	20%
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 SOCIAL WELFARE OFFICER II

**ITEM NUMBER** : OSEC-DSWDB-SOCWO2-339-2004  
**SALARY GRADE** : SG 15 / PHP 36, 619.00  
**VICE** : Patigas, Sonia T.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Minors Travelling Abroad Section

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Bachelor's Degree in Social Work  
**TRAINING** : Four (4) hours of relevant training  
**EXPERIENCE** : One (1) year of relevant experience  
**ELIGIBILITY** : RA 1080 (Social Worker)

### JOB SUMMARY

Under general supervision of Social Welfare Officer III and Head of Administrative Unit and with some latitude for exercise of independent judgement responsible professional work pertaining case management requiring training, some experience basic knowledge in IT trouble shooting, does other related task required.

## **DUTIES AND RESPONSIBILITIES**

1. Conducts interview and assessment to walk in applicants in securing travel clearance;
2. Ensures that there is proper and effective implementation of program and services;
3. Keeps records of all cases served/ data bank;
4. Prepares monthly/ quarterly and semester narrative statistical reports as assigned;
5. Prepares monthly individual accomplishment reports and other necessary periodic reports of the section;
6. Attends and participate in Section's monthly meeting;
7. Perform as documenter in Section's monthly meeting;
8. Prepare and submit minutes of the meeting;
9. Perform as Officer of the Day;
10. Coordinates with the partner LGUs and agencies;
11. Conducts advocacy campaign activities of the section; and
12. Perform as facilitator in Section's capability building activity.

**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 FOOD SERVICE SUPERVISOR II

**ITEM NUMBER** : OSEC-DSWDB-FOSS2-62-2004  
**SALARY GRADE** : SG 11 / PHP 27, 000.00  
**VICE** : Saldaña, Delilah S.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Elsie Gaches Village

### 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 Nutrition,  
Dietetics, or Community Nutrition  
**TRAINING** : Completion of training course along  
food service management and public  
nutrition services  
**EXPERIENCE** : At least with 1 year experience along  
public/community health service  
**ELIGIBILITY** : RA 1080 (Nutritionist Dietitian)

## **JOB SUMMARY**

Under general supervision of Social Welfare Officer V 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. Facilitates distribution of meals to clients and observes recommended dietary and nutrients schedules.
2. Provides guidance on the development of healthy eating habits to ensure that dietary requirements of the clients are met.
3. Estimates and prepares documents for purchases of food supplies and equipment, (proposals, purchase orders, purchase requests); receiving, checking and taking inventories of food supplies.
4. Prepares daily meal patterns that combines food habits with remedial needs of clients and keeps responses and progress to new diets.
5. 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.
6. Leads nutrition related activities to encourage prevention and health promotion in RCFs.
7. Inspects kitchen and dining areas and kitchen utensils and equipment to ensure sanitary standards are met.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING  
CRITERIA FOR EVALUATION:**

EDUCATION (E)	<b>25%</b>
TRAINING (T)	<b>10%</b>
EXPERIENCE (E)	<b>25%</b>
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	<b>10%</b>
SPECIAL / TECHNICAL EXAM	<b>15%</b>
PANEL INTERVIEW	<b>10%</b>
IPCR OR ANY RELATED PERFORMANCE/REVIEW	<b>5%</b>

**INITIAL SHORTLISTING**

**OBTAINED 45 POINTS OR 75% OF THE MAXIMUM TOTAL  
SCORE ON ETE.**

*Only those who obtained the 45 points or 750% 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 STATISTICIAN I

**ITEM NUMBER** : OSEC-DSWDB-STAT1-62-2015  
**SALARY GRADE** : SG 11 / PHP 27, 000.00  
**VICE** : Quiambao, Deanna Rose V.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Policy Development and Planning Section

### 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 preferably Bachelor  
of Science in Statistics or Mathematics  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : Career Service (Professional) /  
Second Level Eligibility

## **JOB SUMMARY**

Under the direct supervision of the PDPS Head, the Statistician I shall be responsible of the following duties, functions, responsibilities and corresponding deliverable such as; data collection, analysis and interpretation of regional reports/statistics including data gathered from the conduct of researches.

## **DUTIES AND RESPONSIBILITIES**

1. Assist in coordinating with Divisions/Centers/Residential Care Facilities/Sections/Units (D/CRCF/S/Us) and provide technical assistance in the formulation of plans, Social Protection and Development Report (SPDR), and other planning and policy documents;
2. Monitor the implementation of related plans and prepare periodic reports;
3. Assist in the development of Research Monitoring and Evaluation Tool;
4. Maintains data bank on planning matters and prepare analysis of such;
5. Prepares and acknowledges accomplishment report of D/C/RCF/S/Us;
6. Review and provide inputs to the statistical data of the Quarterly Physical Accomplishment Reports;
7. Prepares/Consolidates Quarterly Harmonized Planning and Monitoring and Evaluation System (HPMES) Statistical Reports of Divisions, Units, RPMOs Centers and Institutions;
8. Assists in monitoring the compliance of the (D/C/RCF/S/Us) on their respective key result areas and targets committed in Office Performance Contract of the Region;
9. Assist in the preparation of the DSWD Field Office Performance Contract [OPCI and Office Performance Contract and Review [OPCR];
10. Review and provide inputs to the statistical contents of the DSWD Field Office OPC and OPCR;
11. Provides inputs to the statistical contents and requirements of Regional Sector Plans and budget and Regional Sector Accomplishment Reports;
12. Provides inputs to the statistical contents and requirements of Regional Gender and Development [GAD] Plan and Budget and the Regional Gender and Development [GAD] Accomplishment Reports;
13. Provide comments and inputs on the statistical data in the FO-initiated researches relative to SWD and SP policies and legislation as may be assigned;

14. Assist in the preparation of Inventory report of Proposed, On-going and Completed Research; conduct of Research and Technical Working Group [R&D-TWG] meetings; and documentation of the research fora, as may be assigned;
15. Coordinates with regional statistical agencies on gathering secondary data;
16. Provides technical assistance and support to FO units in terms of data processing;
17. Performs other related task as required.

**APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING  
CRITERIA FOR EVALUATION:**

EDUCATION (E)	<b>25%</b>
TRAINING (T)	<b>10%</b>
EXPERIENCE (E)	<b>25%</b>
WRITTEN EXAM	
INITIAL QUALIFYING TEST (IQT)	<b>10%</b>
SPECIAL / TECHNICAL EXAM	<b>15%</b>
PANEL INTERVIEW	<b>10%</b>
IPCR OR ANY RELATED PERFORMANCE/REVIEW	<b>5%</b>

**INITIAL SHORTLISTING**

**OBTAINED 45 POINTS OR 75% OF THE MAXIMUM TOTAL  
SCORE ON ETE.**

*Only those who obtained the 45 points or 750% 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 PROJECT DEVELOPMENT OFFICER I

**ITEM NUMBER** : OSEC-DSWDB-PDO1-82-2004  
**SALARY GRADE** : SG 11 / PHP 27, 000.00  
**VICE** : Lazaro, Ronnel I.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : National Vocational Rehabilitation Center

## 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** : Graduate of any Bachelor’s Degree in Social Sciences, preferably graduate of Psychology  
**TRAINING** : 120 hours of training on handling persons with disabilities and other vulnerable groups with special and challenging cases and preferably with National Certification Level (NC II)  
**EXPERIENCE** : Has at least 1 year experience working in organization catering persons with disabilities and other vulnerable groups  
**ELIGIBILITY** : Career Service (Professional) /  
Second Level Eligibility

## **JOB SUMMARY**

Provides basic knowledge and skills on functional literacy, daily home living, personality development, improvement of physical functioning, work habits and skills straining to Persons with Disability and other vulnerable group of clients and does other related tasks.

## **DUTIES AND RESPONSIBILITIES**

1. Teaches Social and Vocational rehabilitation related subject.
2. Submits assessment and evaluation reports on social rehabilitation trainee.
3. Participates in evaluation of training programs and recommends changes if needed.
4. Prepares budget estimates on supplies and materials needed in particular social and vocational courses.
5. Attends and participates in seminars, conferences, workshops, RTM and staff meetings.
6. Escorts and assist trainees in and out of Center's activities.
7. Participates in the evaluation of the particular training program area as well as in the formulation of policies, objectives and work plans.
8. Prepares and submits Work and Financial Plan and Procurement Project Management Plan.
9. Performs other related tasks as needed.



**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 ADMINISTRATIVE ASSISTANT I

**ITEM NUMBER** : OSEC-DSWDB-ADAS1-134-2004  
**SALARY GRADE** : SG 7 / PHP 18, 620.00  
**VICE** : Nebato, Vanessa Mae C.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Office of the Assistant Regional Director for Administration

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Completion of Two (2) Years Studies in College  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : Career Service (Subprofessional) / First Level Eligibility

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : Completion of Two (2) Years Studies in College  
**TRAINING** : None Required  
**EXPERIENCE** : At least one (1) year of relevant experience  
**ELIGIBILITY** : Career Service (Subprofessional) / First Level Eligibility

## **JOB SUMMARY**

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

## **DUTIES AND RESPONSIBILITIES**

1. Receive, screen, and review incoming communications for the initial and signature of the Assistant Regional Director.
2. Entertain/Attend to clients and visitors on official transactions seeking appointment to the Assistant Regional Director.
3. Receive and Record Purchase Requests and Disbursement Vouchers.
4. Familiarized urgent/rush documents for Assistant Regional Director.
5. Set and monitor the Assistant Regional Director's schedule by arranging appointments and meetings.
6. Endorse outgoing communications for action to the concerned staff.
7. Operate/Receive telephone calls and forward them to the concerned unit. Draft/Revise memoranda per instruction of the Assistant Regional Director.
8. Act as the CESPES focal of Assistant Regional Director for Administration.

**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 ADMINISTRATIVE ASSISTANT I

**ITEM NUMBER** : OSEC-DSWDB-ADAS1-133-2004  
**SALARY GRADE** : SG 7 / PHP 18, 620.00  
**VICE** : Espinosa, Heidi G.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Office of the Assistant Regional Director for Operations

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Completion of Two (2) Years Studies in College  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : Career Service (Subprofessional) / First Level Eligibility

### JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

## **DUTIES AND RESPONSIBILITIES**

1. Receive and Screen Incoming and outgoing documents under operation for signature/initial of ARDO;
2. Entertain/ Attend to clients/visitors on official transactions to the Assistant Regional Director for Operations;
3. Monitor / answer emails daily;
4. Receive and record purchase requests/ vouchers/ ORS;
5. Familiarized urgent/rush documents for ARDO's signature;
6. Set and monitor the Assistant Regional Director's schedule by Arranging appointments and meetings;
7. Endorse outgoing communications for action to the concerned staff;
8. Operate/ receive telephone calls and forward it to the concerned office;
9. Draft memoranda per instruction of the Assistant Regional Director for operations;
10. Act as the CESPES focal of the Assistant Regional Director for Operations; and
11. Perform other task given by the Assistant Regional Director for Operations

**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 ADMINISTRATIVE AIDE IV (CLERK II)

**ITEM NUMBER** : OSEC-DSWDB-ADA4-652-2004  
**SALARY GRADE** : SG 4 / PHP 15, 586.00  
**VICE** : Tuazon, Roslyn Ruth I.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Personnel Administration Section

## CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Completion of Two (2) Years Studies in College  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : Career Service (Subprofessional) / First Level Eligibility

## PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : Bachelor’s Degree in Office Administration, Computer Science, Management, Social Science, and other related fields  
**TRAINING** : At Least 4 Hours Of Relevant Training in Records Management, Data Management, and/or Office Productivity  
**EXPERIENCE** : At least 1 Year of Work Experience in Records Management, Data Management, Office Productivity Tools and Liaising Activities with GSIS, HMDF, Ombudsman, CSC, Central Office, LandBank, PhilHealth  
**ELIGIBILITY** : Career Service (Subprofessional) / First Level Eligibility



## **JOB SUMMARY**

Under the general supervision of the Head of the section, the Administrative Aide IV shall perform administrative support and clerical functions and does other related tasks as needed.

## **DUTIES AND RESPONSIBILITIES**

1. Prepare listing and voucher of Philhealth, GSIS Contribution and Loans, HMDF, Contribution and Loans, MBA Contribution and Loans, SWEAP, Landbank Loan & WEMPC of Permanent and Contractual Staff (Field Office and Centers);
2. Act as Alternate Focal of Anti-Red Tape Unit. Prepare monthly submission of Client Satisfaction Measurement Report to FO-ARTU, and revision of Citizen's Charter;
3. Act as Alternate Focal of IDCB. Assist with the preparation of required monthly reports for submission as per the prescribed timeline;
4. Act as alternate in liaising activities to GSIS, HMDF, Ombudsman, CSC, Central Office, Landbank, PhilHealth, and other GOs, NGO, and Private offices when needed;
5. Preparation of Quarterly Accomplishment Report, Individual Performance Contract (IPC), and Individual Performance Contract Review (IPCR);
6. Provide administrative support by receiving, making calls and attending to clients as needed;
7. Drafts/prepares generic simple memorandum/official communication for the department;
8. Acts as support staff during trainings and conduct administrative/HR initiated activities; and
9. 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%.**

## 1 ADMINISTRATIVE AIDE IV (CLERK II)

**ITEM NUMBER** : OSEC-DSWDB-ADA4-642-2004  
**SALARY GRADE** : SG 4 / PHP 15, 586.00  
**VICE** : Oñate, Mary Victorine Z.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Budget Section

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Completion of Two (2) Years Studies in College  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : Career Service (Subprofessional) / First Level Eligibility

### JOB SUMMARY

The Administrative Aide IV will be responsible in the processing of all ORS/DVs/Payroll/POs/Project Proposals of the assigned programs/projects with corresponding allocation in accordance with existing rules and policies. He/She will also be responsible in the analysis of the movement of transaction / expenses per object codes of assigned programs/ projects and activities. Likewise, she/he will render other services as authorized by the Budget Officer.

### DUTIES AND RESPONSIBILITIES

1. Reviews, Analyzes and Processes ORS/DVs/Payroll/POs including Project Proposals of assigned programs/projects with

corresponding allocation in accordance with existing rules and policies.

2. Prepares Status of Fund report (Current and Continuing) of assigned programs/projects on a monthly basis.
3. Submits List of earmarked report on a monthly basis.
4. Assists the Budget Officer in other facets of budget.

**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 ADMINISTRATIVE AIDE IV (CLERK II)

**ITEM NUMBER** : OSEC-DSWDB-ADA4-658-2004  
**SALARY GRADE** : SG 4 / PHP 15, 586.00  
**VICE** : Malzan, Junjon G.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Budget Section

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Completion of Two (2) Years Studies in College  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : Career Service (Subprofessional) / First Level Eligibility

### JOB SUMMARY

The Administrative Aide IV will be responsible in the processing of all ORS/DVs/Payroll/POs/Project Proposals of the assigned programs/projects with corresponding allocation in accordance with existing rules and policies. He/She will also be responsible in the analysis of the movement of transaction / expenses per object codes of assigned programs/ projects and activities. Likewise, she/he will render other services as authorized by the Budget Officer.

### DUTIES AND RESPONSIBILITIES

1. Reviews, Analyzes and Processes ORS/DVs/Payroll/POs including Project Proposals of assigned programs/projects with

corresponding allocation in accordance with existing rules and policies.

2. Prepares Status of Fund report (Current and Continuing) of assigned programs/projects on a monthly basis.
3. Submits List of earmarked report on a monthly basis.
4. Assists the Budget Officer in other facets of budget.

**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 HOUSEPARENT II

**ITEM NUMBER** : OSEC-DSWDB-HP2-251-2004  
**SALARY GRADE** : SG 6 / PHP 17, 553.00  
**VICE** : Basilio, Luvy A.  
**STATUS** : Permanent  
**PLACE OF** : Marillac Hills  
**ASSIGNMENT**

### **CSC – PRESCRIBED QUALIFICATION STANDARD**

**EDUCATION** : High School Graduate  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : None Required

### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

**EDUCATION** : High School Graduate  
**TRAINING** : At least 8 hours of training in housekeeping and caregiving courses  
**EXPERIENCE** : At least 2 years' experience in the provision of homelife service  
**ELIGIBILITY** : None Required

## **JOB SUMMARY**

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

## **DUTIES AND RESPONSIBILITIES**

1. Acts as Officer-In-Charge in supervising the homelife staff in the absence of the head Houseparent to ensure continuous monitoring of operation along homelife service.
2. Observe and report any significant behavioral patterns of clients to the supervising Houseparent as a reference of the rehabilitation team (e.g. incident, progress, and behavioral report).
3. Administer medication to clients, in accordance with specific instructions provided by the Medical Officer.
4. Prepare prescribed food such as for clients by following the instructions of the Nutritionist Dietician appropriately.
5. Leads educational activities such as reading, writing, and participation in extracurricular activities in a bid to develop the client's interest as part of the learning process.
6. Provides direct care and supervision to able-bodied clients in the residential care facilities in performing daily cottage activities.
7. Manages distribution of resources of the cottage to ensure proper and efficient consumption.
8. Undertakes general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage.
9. Acts as watcher in the hospital and executive-on-duty when necessary.



**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%

**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%.**

## 1 COOK II

**ITEM NUMBER** : OSEC-DSWDB-COK2-105-2004  
**SALARY GRADE** : SG 5 / PHP 16, 543.00  
**VICE** : Santos, Myrna V.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Reception and Study Center for Children

### CSC - PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Elementary School Graduate  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : None Required

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : High School Graduate  
**TRAINING** : With National Certificate II in Cooking  
**EXPERIENCE** : One (1) year of experience in food preparation and cooking  
**ELIGIBILITY** : None Required

## **JOB SUMMARY**

Under general supervision of the Center Head and Nutritionist Dietician I & III and 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 Dieticians to ensure the smooth operation of the kitchen and its coordination with the other programs of the center.

## **DUTIES AND RESPONSIBILITIES**

1. Prepare and cook breakfast, lunch, and dinner, including AM and PM snacks.
2. Distribute meals to clients.
3. Clean utensils and kitchen area.
4. Clean and portion-delivered fish, chicken, beef, and pork.
5. Sort vegetables, fruits, and groceries.
6. General upkeep of the cooking area and facility.
7. General Upkeep of equipment, cold storage, and other appliances.
8. Update stock card/bin card.
9. Cleaning of surroundings, and proper waste disposal.
10. Receive food deliveries in good condition and accomplished documents.
11. Provide proper endorsement and attend to other tasks.

**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%

**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%.**

## 1 HOUSEPARENT I

**ITEM NUMBER** : OSEC-DSWDB-HP1-505-2004  
**SALARY GRADE** : SG 4 / PHP 15, 586.00  
**VICE** : Plopenio, Joeven B.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Nayon ng Kabataan

### CSC - PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : High School Graduate  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : None Required

### JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

## **DUTIES AND RESPONSIBILITIES**

1. Under immediate supervision, performs the role of parents to the children under custody and does related tasks.
2. Counsel residents and initiates constructive social atmosphere.
3. Explain the purpose, procedures and rules and regulations of the center.
4. Directs the work, study and recreational activities.
5. Supervises group living chores, meals, personal hygiene, and care of clothing and linens use.
6. Coordinates with other professional staff regarding individual reports.
7. Prepare and submit observation report, anecdotal report and behavioral report periodically.
8. Attend monthly meetings, rehabilitation team meeting and other program activities initiated in the center.
9. Assist the immediate supervisor in the preparation of monthly accomplishment reports and in activities where the cottage is being assigned to accomplish.

**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%

**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%.**

## 1 HOUSEPARENT I

**ITEM NUMBER** : OSEC-DSWDB-HP1-533-2004  
**SALARY GRADE** : SG 4 / PHP 15, 586.00  
**VICE** : Siglos, Cyrile O.  
**STATUS** : Permanent  
**PLACE OF ASSIGNMENT** : Elsie Gaches Village

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : High School Graduate  
**TRAINING** : None Required  
**EXPERIENCE** : None Required  
**ELIGIBILITY** : None Required

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : High School Graduate  
**TRAINING** : Behavioral Management/Basic Life Support/ First Aid  
**EXPERIENCE** : Caregiving for Intellectual Disabilities  
**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 clients in the residential facilities in performing daily cottage activities
2. Manage distribution of resources of the cottage to ensure proper and efficient consumption
3. Undertakes general household duties including cleaning and laundry in order to maintain cleanliness and orderliness of the cottage
4. Under immediate supervision, performs the role of a parent to the clients under their care
5. Conduct tutorial and assist schooling clients in reading, writing, and other homework assignments
6. Assist and lead clients to extracurricular activities to help develop clients
7. Prepare and submit monthly, quarterly reports as basis on the indicators of social functioning of clients
8. Attend monthly meetings, GSM, RTM and other program/activities initiated by the center
9. Facilitate as hospital watcher as need arises to clients incurred with illness
10. Requests for supplies needed in their respective cottages from the Head/Supervising Houseparent
11. Performs other related tasks as assigned by the Head/Supervising Houseparent

**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%

**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%.**

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 **April 28, 2024** 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](http://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 updated PRC License;
5. Photocopy of Transcript of Records;
6. Photocopy of College Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
8. Photocopy of Certificate/s of previous and present Employment (if applicable);
9. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
10. 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. 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.*