



VACANCIES AS OF
MAY 14, 2024
(CONTRACT OF SERVICE POSITIONS)



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo

13 PROJECT DEVELOPMENT OFFICER II

ITEM NUMBER : FONCR-COS-PDO2-000491 /
000518 / 2309043 / 2309044 /
2309047/ 2309060 / 000516 /
2405027 to 2405031

SALARY GRADE : SG 15 / PHP 36,619.00

VICE : Ibrahim, S., Aglipay, G., Tuason, F.,
Labongray, R., Jaralba, J., Arellano,
R., Muyot, S., Clet, J., Newly Created
Position

STATUS : Contract of Service

**PLACE OF
ASSIGNMENT** : Sustainable Livelihood Program

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor’s Degree relevant to the
job

TRAINING : Four (4) hours relevant training

EXPERIENCE : One (1) year relevant experience

ELIGIBILITY : CS Professional / Second Level
Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

- EDUCATION** : Bachelor's Degree preferably in management, statistics, economics, finance, development studies, community development, or any business-related and social sciences degree
- TRAINING** : Four (4) hours of relevant training in project development and management, social entrepreneurship, networking and partnerships, business operations, community organizing, data management and analysis, basic statistics, monitoring and evaluation
- EXPERIENCE** : One (1) year of experience in development-related projects involving stakeholder engagement, community organizing, business development, research development and management, data management and analysis, basic statistics, monitoring and evaluation
- ELIGIBILITY** : None Required

JOB SUMMARY

The Project Development Officer I - Monitoring PDO handles the monitoring and assessment activities based on the frequency of data collection using the standard monitoring tool of the program. The Monitoring PDO ensures completeness, accuracy, and timely submission of all city/municipality databases of the monitored projects, associations, and households captured during the monitoring and assessment activities. The Monitoring PDO shall handle technical support, basic communication, and coordination work to assist in various fields such as program operations, program development, planning, monitoring and evaluation, and capability building.

The MPDO is responsible for the monitoring of the physical accomplishment and financial utilization of grants provided to the program participants / SLPA and monitoring and assessment of the microenterprise projects, Sustainable Livelihood Program Association (SLPA), Microenterprise Development (MD), and Employment Facilitation (EF) program participants within the program's incubation period, and identify follow-through interventions and other partners for mainstreaming.

DUTIES AND RESPONSIBILITIES

The following are the function of the MPDO:

- a. Track progress of SLP program participants through regular monitoring and assessment visits and use of available tools during project site visits; a.1. Track, constant checkup, provide technical assistance (e.g., review of the enterprise plan, coaching, and mentoring, proper management of salary and savings, work etiquette, etc.) and coordinate to MD project and EF participants, which will commence three (3) months after the start of the program participant was employed.

- Track, constant checkup, and provide technical assistance (e.g., review of the enterprise plan, review of organizational structure, coaching, and mentoring, etc.) and coordinate with SLPA participants, which will commence six (6) months after the start of the microenterprise.
- Document key livelihood models, approaches, and strategies developed by field implementers for replication and localization;
- Prepare monitoring and evaluation reports on track-specific project implementation, financial performance and organizational status of SLPAs;
- Coordinate with the Implementing PDO to provide feedback on plans for supplementary interventions and endorsement to the Provincial Coordinator;
- Prepare an Annual Assessment Report that contains the organizational, financial, and technical status of the livelihood projects, SLPA, and employment of the program participants, which shall be the basis to determine who among the individuals and associations shall be identified for mainstreaming, for rehabilitation, or for closure.

Coordinate with external stakeholders for

- b. Mobilize resources for supplementary interventions from public and private sectors;

Perform other tasks related to monitoring and evaluation whenever necessary such as, but not limited to:

- c. Conduct case conferences in coordination with the Implementing PDO;

- d. Provide feedback on the usability of the monitoring tools and provide inputs to enhance the overall monitoring and reporting system of the program;
- e. Coordinate monitoring and evaluation activities with the SLP-RPMO.
 - Ensure accurate and complete submission of monitoring data through encoding in the SLP Information System in accordance with the prescribed databases and reporting formats for timely submission to the provincial level, SLP-RPMO, concerned DSWD Field Office, DSWD management, and other stakeholders;
 - Ensure complete and timely submission of M&E data;
 - Establish and maintain an organized and systematic filing and document tracking system of all M&E data submitted at the municipal/city level;
 - Assist in the conduct of program assessment or research studies related to the program, both regional or national office, if applicable;
 - Contribute to identifying and disseminating good practices and lessons learned to improve the M&E System of the program relevant to the regional office;
 - Perform other related tasks that may be assigned from time to time by the superior.

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 PROJECT DEVELOPMENT OFFICER II

ITEM NUMBER : FONCR-COS-PDO2-2405006
SALARY GRADE : SG 15 / PHP 36,619.00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Comprehensive Program Street Families, Street Children and IPs

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor’s Degree relevant to the job
TRAINING : Four (4) hours relevant training
EXPERIENCE : One (1) year relevant experience
ELIGIBILITY : CS Professional / Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor’s Degree in Social Work or other Social Sciences Courses
TRAINING : Eight (8) hours of relevant experience
EXPERIENCE : Two (2) years relevant experience
ELIGIBILITY : None Required

JOB SUMMARY

Under the supervision of the Community-Based Services Section Head, the Project Development Officer II shall ensure effective and efficient implementation of the Comprehensive Program and Indigenous People in street situations and shall perform as the Indigenous Focal Person of the Protective Services Division in the Field Office.

DUTIES AND RESPONSIBILITIES

1. Execute policies and program standards;
2. Provide quality technical assistance to the Local Social Welfare and Development Office (LSWDO) of the Local Government Units (LGUs) and other stakeholders on the case management, reintegration, and mainstreaming processes of the Families, Individuals, and IPs in Street Situations to their communities;
3. Conducts aftercare monitoring to endorsed cases of the Oplan Pag-Abot for reintegration to the community in close coordination with the LSWDOs;
4. Propose, monitor, and ensure utilization of funds for the Compre Program in coordination with the LGUs and other stakeholders;
5. Develop and provide inputs and comments on policies and programs related to the FiSS, CiSS and IPs;
6. Attend meetings and other official activities related to the handle programs;
7. Submit regular reports as required in the program implementation;
8. Prepare project proposals, work and financial plans relative to the program handled;
9. Respond to queries, requests, and referrals from partner stakeholders;

10. Facilitate requests and referrals to appropriate agencies, including phone inquiries, emails, and walk-ins;
11. Attend Division/Staff meeting;
12. Attend training and program review relative to the program handled;
13. Act as a resource person in various capacity-building activities and advocacy campaigns related to the handled programs/sector; and
14. Perform other tasks/functions assigned by the immediate supervisor.

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 MEDICAL OFFICER III

ITEM NUMBER : FONCR-COS-MDOF3-2405032
SALARY GRADE : SG 21 (Php 63,997.00)
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Bahay Silungan sa Barangay
Community Center
(Burgos St., Brgy. Escopa III, Project IV,
Quezon City)

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Doctor of Medicine
TRAINING : One (1) year relevant experience
EXPERIENCE : At least twenty-four (24) hours Medical
Training of Seminar
ELIGIBILITY : RA 1080 (Physician)

JOB SUMMARY

Under general supervision 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. Provides therapeutic activities with leisure to clients with mild, moderate and profound intellectual disability.
2. Undertakes nature study environment awareness as often as possible with clients.
3. Assess the wards attending the activity therapy initially, quarterly and submit evaluation of the same.
4. Formulates rehabilitation plans for those wards attending activity therapy.
5. Prepares and schedules education exposures for those attending activity therapy.
6. Supervises practicum students in Psychology gaining experiences in the activity therapy.
7. Attends meetings of the Psychological Service, general staff meetings and other gatherings called for the job.
8. Conducting Behavioral Assessment for intervention planning and case management with the supervision of the Psychologist.
9. Attends conferences, workshops, seminars, staff meetings as part of staff development and growth.
10. Performs other related tasks as assigned by the immediate supervisor.

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%

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 **MAY 24, 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;
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 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.