



VACANCIES AS OF  
**JUNE 26, 2024**  
(CONTRACTUAL POSITIONS)



## **1 PROJECT DEVELOPMENT OFFICER II (DEPUTY GENDER AND DEVELOPMENT OFFICER)**

**ITEM NUMBER** : FONCR-PCONTRACTUAL-PDO2-000026  
**SALARY GRADE** : SG 15 / PHP 36,619.00  
**VICE** : GRAGEDA, ROXANNE JENN E.  
**STATUS** : Contractual  
**PLACE OF ASSIGNMENT** : Pantawid Pamilyang Pilipino Program (NCR) RPMO Sta. Mesa, Manila

### **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** : 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** : CS Professional/Second Level Eligibility

## **JOB SUMMARY**

The Project Development Officer II (Deputy Gender and Development Officer) shall ensure gender perspective and mainstreaming on the field with grassroots by organizing and mobilizing members of the program for social development.

## **DUTIES AND RESPONSIBILITIES**

1. Ensures gender perspective and mainstreaming on the field with the grassroots by:
  - a. Organizing and mobilizing members of the Program for social development and other activities pertinent to gender and development
  - b. Assisting the Regional GAD Officer in providing GAD technical assistance to field staff
  - c. Coordinating with concerned programs, units, divisions, and offices in the conduct of community development such as advocacy and capability building of members in the development of people's organizations
2. Supports in GAD annual assessment, monitoring, and evaluation to ensure gender-responsive program implementation through the following:
  - a. Overseeing production of sex disaggregated data and use of gender-fair language in reports and all forms of communications
  - b. Assisting in the formulation of Annual GAD Plan and Budget of the Program which contains interventions to the identified and analyzed gender issues and gaps especially in the community

- c. Maintaining the provision of technical assistance to other RPMO staff through established mechanism such as the Regional Pantawid Pamilya GAD Working Group and to Operations Offices towards addressing the identified and analyzed gender issues and gaps; and
  - d. Acting as the official alternate of RGADO in GAD monitoring bodies and processes
3. Sustains and disseminates core GAD advocacy messages by:
  - a. Supporting in responding to the glaring gender issues and gaps in program implementation
  - b. Attending to community organizing and GAD-related trainings for professional enrichment and application to post; and
  - c. Helping in designing and popularizing GAD advocacy materials
4. Performs other related tasks directed by RPC and RGADO

## **1 PROJECT DEVELOPMENT OFFICER II (Regional Indigenous People Officer)**

**ITEM NUMBER** : FONCR-PCONTRACTUAL-PDO2-000201  
**SALARY GRADE** : SG 15 / PHP 36,619.00  
**VICE** : GUIANG, BIANCA CAMILLE D.  
**STATUS** : Contractual  
**PLACE OF ASSIGNMENT** : Pantawid Pamilyang Pilipino Program (NCR) RPMO Sta. Mesa, Manila

### **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** : At least one (1) years of relevant experience  
**EXPERIENCE** : At least sixteen (16) hours of relevant training on Culture Sensitivity

Training, Community Organizing and other related training with culture sensitivity approach

**ELIGIBILITY** : CS Professional/Second Level Eligibility / RA 1080

### **JOB SUMMARY**

Ensures the integratrion and operationalization of the Pantawid Pamilya Indigenous Peoples Framework (PPIPF) in the implementation of the Pantawid Pamilyang Pilipino Program.

### **DUTIES AND RESPONSIBILITIES**

- Advocates and ensures the integration and operationalization of the Pantawid Pamilya IP Framework in the program implementaion
- Propose or recommend policy enhancement in ensuring culture and IP sensitve approach in the over-all program implementation particularly on case management and community organizing
- Conducts program orientation, IP-related monitoring activities/visits and provide necessary technical assistance to provincial/ municipal operations offices, local government units and other stakeholders;
- Facilitate the integration of core message on IP into the training program on Pantawid Pamilya at the regional level to enhance

the knowledge, skills, and attitude of 4Ps staff on IP mainstreaming, women empowerment and gender and development

- Strengthen the documentaion process and review of submitted IKSP documentations and good practices for replication in other IP communities in close coordination with Information Officers, other Focal Persons, and field workers;
- Analyze the data to ensure that the key achievements, challenges and gaps are identified and these are fed into the program to support necessary course corrections
- Propose relevant capacity building interventions for the IPs and program implementers;
- Prepare and submit periodic reports related to the program implementation;and
- Performs other tasks assigned by the Regional Program Coordinator from time to time.

## **1 ADMINISTRATIVE OFFICER IV (Financial Analyst II)**

**ITEM NUMBER** : FONCR-PCONTRACTUAL-ADOF4-000032  
**SALARY GRADE** : SG 15 / PHP 36,619.00  
**VICE** : CARIÑO, LUISA, R.  
**STATUS** : Contractual  
**PLACE OF ASSIGNMENT** : Pantawid Pamilyang Pilipino Program (NCR) RPMO Sta. Mesa, Manila

### **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 relevant to the job  
**TRAINING** : Four (4) hours of relevant training  
**EXPERIENCE** : One (1) year of relevant experience  
**ELIGIBILITY** : None required



## **JOB SUMMARY**

The Administrative Officer IV (Financial Analyst II) shall oversee the Financial Reports required by FO/FMS-CO/RPMO/COA and other agencies.

### **DUTIES AND RESPONSIBILITIES**

1. Submission of quarterly reports on Financial Accountability (FARs 1)
2. Monthly Report of ADADJ and ChckDJ
3. Prepare summary of Accounts Payable
4. Monthly summary of Sources and Disbursement per components (current, continuing and prior years)
5. Prepare Journal Entry Vouchers (JEV) for ADADJ & ChkDJ; accruals; cancelled/staled checks; adjustments; Accounts Payable and other financial transactions
6. Compliance to Audit Observation (AOM)/Notice of Suspension
7. Process Batch Payroll of Pantawid & NHTS Contractual
8. Conduct Quarterly Technical Assistance regarding Tax and Cash Advances
9. Prepare memorandum/compliance letter re: Accounting Transactions
10. Submission of Digitization report
11. Answered unannounced query from Central Office/RPMO and;
12. Perform other tasks assigned by the FMD-DC/RPC and AO V

**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%.**

Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to 4Ps - NCR Human Resource Performance Management Unit at Room 523 of 3894 J and T Building Magsaysay Blvd, Santa Mesa, Manila on or before **July 10, 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](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) 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:**

**#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo**



[inquiry@dswd.gov.ph](mailto:inquiry@dswd.gov.ph)



[ncr.dswd.gov.ph](http://ncr.dswd.gov.ph)



[dswdfoncr](https://www.youtube.com/dswdfoncr)

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.*