DSWD
Department of Social Welfare and Development
Field Office - National Capital Region

BAGONG PILIPINAS

WE ARE HIRING
JOIN OUR TEAM

VACANCIES AS OF

JUNE 18, 2024

(CONTRACT OF SERVICE POSITIONS)

VACANT

1 INFORMATION TECHNOLOGY OFFICER II

ITEM NUMBER	:	FONCR-COS-ITO2-2405007
SALARY GRADE	:	SG 22 / PHP 71,511.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION	:	Bachelor's Degree relevant to the job
TRAINING	:	Sixteen (16) hours relevant training
EXPERIENCE	:	Three (3) years relevant experience
ELIGIBILITY	:	CS Professional / Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION	:	Bachelor's degree in Computer Science, Information Technology, Management Information Systems, Computer Engineering or other IT-related courses
TRAINING	:	Twenty-four (24) hours of relevant training in Network and Infrastructure Management
EXPERIENCE	:	Three (3) years of experience in Network and Infrastructure Management
ELIGIBILITY	:	None Required

JOB SUMMARY

The Information Technology Officer II shall perform the functions of a lead *network and infrastructure administrator.*

DUTIES AND RESPONSIBILITIES

1. Lead the planning, design and implementation of the Field Office's network infrastructure, ensuring scalability, reliability and security
2. Lead the optimization and monitoring of network performance
3. Lead the management of the Field Office's IT infrastructure, including servers, storage systems, and cloud services to ensure optimal performance, availability and resource allocation
4. Lead the development and implementation of business continuity and disaster recovery plan.
5. Forecast future network and infrastructure needs based on the Field Office operations, usage patterns and plan resource allocation and scalability.
6. Coordinate with the Security Operations Center on security management concerns
7. Contribute to the establishment of the DSWD Network Operations Center
8. Maintain accurate documentation of network and infrastructure configurations, procedures and policies.
9. Assess risks associated with network and infrastructure operations and develop risk mitigation strategies.

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)
    SPECIAL / TECHNICAL EXAM
	
	10%
	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

CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%

1 INFORMATION TECHNOLOGY OFFICER I

ITEM NUMBER	:	FONCR-COS-ITO1-2405011
SALARY GRADE	:	SG 19 / PHP 51,357.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION	:	Bachelor's Degree relevant to the job
TRAINING	:	Eight (8) hours relevant training
EXPERIENCE	:	Two (2) years relevant experience
ELIGIBILITY	:	CS Professional / Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION	:	Bachelor's degree in Information Technology or related field
TRAINING	:	Eight (8) hours of relevant experience
EXPERIENCE	:	Three (3) years of experience as Network Administrator
ELIGIBILITY	:	None Required

JOB SUMMARY

The Information Technology Officer I shall perform the functions of a *Network Administrator* who shall be responsible for managing and maintaining an organization's computer networks. Their primary focus is to ensure that the organization's network infrastructure operates efficiently, securely, and reliably.

DUTIES AND RESPONSIBILITIES

1. Plan and design the organization's network infrastructure.
2. Install and configure networking hardware, including routers, switches, and firewalls.
3. Implement network security measures to protect the organization's data.
4. Monitor network performance and troubleshoot issues proactively.
5. Utilize network monitoring tools to identify and address potential problems.
6. Ensure network availability and reliability.
7. Provide technical support to end-users regarding network-related issues.
8. Assist in the setup and configuration of network devices for users.
9. Resolve connectivity problems and ensure a seamless user experience.
10. Create and maintain comprehensive documentation of network configurations and procedures.
11. Keep network diagrams and documentation up to date.
12. Plan and execute network upgrades and maintenance activities.
13. Stay informed about new technologies and recommend upgrades when necessary.
14. Prepares network reports such as network utilization, network uptime, and incident management 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)
    SPECIAL / TECHNICAL EXAM
	
	10%
	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

CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%

3 COMPUTER PROGRAMMER III

ITEM NUMBER	:	FONCR-COS-CPROG3-2405012 to 2405014
SALARY GRADE	:	SG 18 / PHP 46,725.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

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 Information Technology, Computer Science, or a related field.
TRAINING	:	Eight (8) hours of relevant training
EXPERIENCE	:	Two (2) years of experience in web application development
ELIGIBILITY	:	None Required

JOB SUMMARY

The Computer Programmer III shall perform the functions of a *Full-stack Web Application Developer* who shall be responsible for designing, developing, and maintaining web applications that support the organization's digital transformation initiatives. The role includes working with stakeholders, including business leaders, IT teams, and external partners, to ensure a seamless and user-friendly experience for beneficiaries. The Full-stack Web Application Developer will play a crucial role in transforming social services delivery in the Philippines by working on cutting-edge projects and collaborating with a dedicated team of experts.

DUTIES AND RESPONSIBILITIES

1. Design, develop, and maintain web applications, using modern web development frameworks and technologies.
2. Collaborate with stakeholders to gather and analyze requirements, ensuring alignment with the organization's strategic objectives and digital transformation initiatives.
3. Develop and maintain high-quality, scalable, and secure code, adhering to best practices in software development.
4. Implement and integrate APIs, as well as perform API integrations, to support seamless data exchange between systems.
5. Troubleshoot and resolve issues related to application development and performance, ensuring optimal user experience.
6. Collaborate with UI/UX designers to create visually appealing and user-friendly web applications.
7. Participate in code reviews and provide constructive feedback to team members, fostering a culture of continuous improvement.
8. Stay up-to-date with emerging web development trends, tools, and technologies to maintain the organization's competitive edge.

9. Work closely with project managers and other team members to ensure the timely delivery of web application projects.

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

CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%

2 COMPUTER PROGRAMMER III

ITEM NUMBER	:	FONCR-COS-CPROG3-2405015 to 2405016
SALARY GRADE	:	SG 18 / PHP 46,725.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

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 Information Technology, Computer Science, or a related field.
TRAINING	:	Eight (8) hours of relevant training
EXPERIENCE	:	Two (2) years of experience in web application testing
ELIGIBILITY	:	None Required

JOB SUMMARY

The Computer Programmer III shall perform the functions of a *Software Quality Engineer* who shall be responsible for ensuring the quality, reliability, and performance of the digital solutions developed by the DSWD. This includes designing and executing comprehensive testing strategies, identifying and addressing software issues, and collaborating with various stakeholders to enhance the overall quality of the software. The Software Quality Engineer plays a critical role in the organization's digital transformation efforts by ensuring that digital solutions meet the highest standards of quality, ultimately benefiting millions of Filipinos and fostering a more resilient and connected society

DUTIES AND RESPONSIBILITIES

1. Develop and implement comprehensive testing strategies for web and mobile applications, including functional, performance, integration, and usability testing.
2. Design, write, and execute test cases and test scripts to validate software functionality and performance against requirements.
3. Identify, document, and track software defects and issues, working closely with developers to ensure timely resolution.
4. Collaborate with the development team and stakeholders to ensure that software requirements are well-defined and testable.
5. Establish and maintain software quality assurance best practices and processes, including test automation, continuous integration, and continuous delivery.
6. Monitor software performance and conduct root cause analysis of issues to recommend and implement improvements.
7. Participate in agile development processes, including sprint planning, reviews, and retrospectives, to ensure continuous improvement of software quality.

8. Stay up-to-date with emerging trends, tools, and technologies in software quality assurance and testing to maintain the organization's competitive edge.

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)
       SPECIAL / TECHNICAL EXAM
	
	10%
	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

CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%

1 COMPUTER MAINTENANCE TECHNOLOGIST III

ITEM NUMBER	:	FONCR-COS-CMT3-2405017
SALARY GRADE	:	SG 17 / PHP 43,030.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

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 Information Technology, Computer Science, Business Administration, or a related field.
TRAINING	:	Eight (8) hours of relevant training
EXPERIENCE	:	Three (3) years of experience in technical support, preferably in end-user hardware and basic productivity
ELIGIBILITY	:	None Required

JOB SUMMARY

The Computer Maintenance Technologist III shall perform the functions of a *Senior Desktop Engineer* who shall serve as a technical team leader for productivity enablement, specifically in end-user hardware and basic desktop support within DSWD.

DUTIES AND RESPONSIBILITIES

1. Provide leadership and guidance to the desktop support team.
2. Provide technical assistance and support for desktops, laptops, printers, and other end-user hardware.
3. Resolve hardware and software issues by troubleshooting and diagnosing problems.
4. Perform routine maintenance on desktops, laptops, and peripherals.
5. Ensure the quality and efficiency of desktop support services.
6. Coordinate hardware repairs and replacements as needed.
7. Conduct training sessions for end-users on productivity tools.
8. Maintain an inventory of hardware and software assets.
9. Assist in procurement and asset-tracking activities.
10. Prioritize and assign support tasks, ensuring SLAs (Service Level Agreements) are met.
11. Serve as a point of contact for escalated user issues and communicate effectively with end-users

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)
      SPECIAL / TECHNICAL EXAM
	
	10%
	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

CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%

1 COMPUTER MAINTENANCE TECHNOLOGIST III

ITEM NUMBER	:	FONCR-COS-CMT3-2405018
SALARY GRADE	:	SG 17 / PHP 43,030.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

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 Information Technology, Computer Science, Business Administration, or a related field.
TRAINING	:	Eight (8) hours of relevant training
EXPERIENCE	:	Three (3) years of experience in technical support, preferably in end-user hardware and basic productivity
ELIGIBILITY	:	None Required

JOB SUMMARY

The Computer Maintenance Technologist III shall perform the functions of the *Senior IT Support Specialist* who shall be responsible for providing technical assistance, troubleshooting, and support to end-users or clients. They play a crucial role in ensuring the smooth operation of computer systems, highly technical software applications and various IT-related components

DUTIES AND RESPONSIBILITIES

1. Prioritize and assign support tasks, ensuring SLAs (Service Level Agreements) are met.
2. Lead the resolution of complex technical issues and provide escalated support when necessary.
3. Install, configure, and update operating systems, software applications, and utilities on end-user devices.
4. Provide basic network support, including setting up and configuring routers, switches, and other network devices
5. Implement and enforce security policies on end-user devices.
6. Assist in the deployment and management of antivirus and anti-malware solutions
7. Create user guides and documentation to facilitate self-help.
8. Serve as a point of contact for escalated user issues and communicate effectively with end-users

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) SPECIAL / TECHNICAL EXAM	 **10%** **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

CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%

1 COMPUTER MAINTENANCE TECHNOLOGIST II

ITEM NUMBER	:	FONCR-COS-CMT2-2405019
SALARY GRADE	:	SG 15 / PHP 36,619.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

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 Information Technology, Computer Science, Business Administration, or a related field.
TRAINING	:	Eight (8) hours of relevant training
EXPERIENCE	:	Two (2) years of experience in technical support, preferably in complex technical issues
ELIGIBILITY	:	None Required

JOB SUMMARY

The Computer Maintenance Technologist II shall perform the functions of an *IT support specialist* who shall be responsible for providing technical assistance, troubleshooting, and support to end-users or clients. They play a crucial role in ensuring the smooth operation of computer systems, highly technical software applications and various IT-related components

DUTIES AND RESPONSIBILITIES

1. Ensure SLAs (Service Level Agreements) are met;
2. Resolve of complex technical issues and provide escalated support when necessary;
3. Install, configure, and update operating systems, software applications, and utilities on end-user devices;
4. Provide basic network support, including setting up and configuring routers, switches, and other network devices;
5. Implement and enforce security policies on end-user devices;
6. Assist in the deployment and management of antivirus and anti-malware solutions;
7. Create user guides and documentation to facilitate self-help;
8. Address user issues and communicate effectively with end-users.

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

CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%

6 COMPUTER MAINTENANCE TECHNOLOGIST II

ITEM NUMBER	:	FONCR-COS-CMT2-2403053 to 2403058
SALARY GRADE	:	SG 15 / PHP 36,619.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

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 Office Administration, Information Technology, Business Management
TRAINING	:	Four (4) hours relevant training
EXPERIENCE	:	One (1) year relevant experience
ELIGIBILITY	:	None Required

JOB SUMMARY

Under immediate supervision of the Information Technology Officer II and Information Technology Officer I – Lead Technical Support, the Computer Maintenance Technologist II shall perform ICT Technical support, administrative support and do other related works.

DUTIES AND RESPONSIBILITIES

1. Support the implementation of *Oplan Pag-Abot* Reach-Out activities

2. Ensure availability and monitor the internet connection during reach-out activities.
3. Monitor the functionality of the *Oplan Pag-Abot* Information System

4. Escalate to ICTMS ICT technical problem experience during reach-out activities.
5. Safekeep all ICT Equipment of the Project.

6. Provide technical assistance and support FO users on computer hardware and software as well as coordinate ICT capacity building for all FO users
7. Conduct preventive and remedial maintenance of all ICT resources in the Field Office and Center and Residential Care Facilities

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

CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%

1 ADMINISTRATIVE OFFICER II

ITEM NUMBER	:	FONCR-COS-ADOF2-2405025
SALARY GRADE	:	SG 11 / PHP 27,000.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION	:	Bachelor's Degree relevant to the job
TRAINING	:	None Required
EXPERIENCE	:	None Required
ELIGIBILITY	:	CS Professional / Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION	:	Bachelor's degree in accounting, commerce or any accounting related field
TRAINING	:	Four (4) hours relevant training
EXPERIENCE	:	One (1) year experience in government budget planning
ELIGIBILITY	:	None Required

JOB SUMMARY

The Administrative Officer II performs the functions of *a Budget Officer I* who shall be responsible for assisting the RICTMS/U in ICT budget planning and monitoring.

DUTIES AND RESPONSIBILITIES

1. Reviews, analyzes, and consolidates budget estimates of the different programs, projects and activities;
2. Coordinates with other units, offices relative to budgeting matters;
3. Obligates funds of allotments;
4. Updates file of budgetary statistics;
5. Prepares and consolidates financial plan and other required reports for submission to ICTMS;
6. Assists in the preparation and consolidation of financial plan and other required reports for submission to ICTMS;
7. Assists in the preparation of budget proposals and justifications.
8. 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

CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%

1 ADMINISTRATIVE ASSISTANT II

ITEM NUMBER	:	FONCR-COS-ADAS2-2405026
SALARY GRADE	:	SG 8 / PHP 19,744.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service
PLACE OF ASSIGNMENT	:	Information and Communication Technology Management Section

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	:	CS Sub-Professional / First Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION	:	Bachelor's Degree preferably in Office Administration, Information Technology, Business Management
TRAINING	:	Four (4) hours relevant training
EXPERIENCE	:	One (1) year relevant experience
ELIGIBILITY	:	None Required

JOB SUMMARY

The ICT (Information and Communication Technology) *Asset Officer* maintains the organization's technology assets, both hardware and software.

DUTIES AND RESPONSIBILITIES

1. Track and manage all ICT assets, including hardware, software, licenses, and peripherals.
2. Maintain an accurate inventory of all ICT assets and update records regularly.
3. Conduct regular audits to ensure compliance with policies and licensing agreements.
4. Create and maintain detailed records of all ICT assets, including specifications, warranties, and maintenance history.
5. Generate reports on asset status, usage, and performance as needed.
6. Enforce and ensure compliance with ICT asset management policies and procedures.

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)
    SPECIAL / TECHNICAL EXAM
	
	10%
	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.

1 SOCIAL WELFARE OFFICER II

ITEM NUMBER	:	FONCR-COS-SOCWO2-2309070
SALARY GRADE	:	SG 15 / PHP 36,619.00
VICE	:	Newly Created Position
STATUS	:	Contract of Service`
PLACE OF ASSIGNMENT	:	Disaster Response and Rehabilitation Section

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION	:	Preferably with units in MS in Social Work
TRAINING	:	Eight (8) hours of training in Case Management / Counseling / Communication / Facilitation Skill
EXPERIENCE	:	Two (2) years' experience in handling Case Management and/or project management
ELIGIBILITY	:	RA 1080 (Social Worker)

JOB SUMMARY

Under general supervision of Social Welfare Officer IV and with some latitude for exercise of independent judgement, performs somewhat difficult and does other related task assigned.

DUTIES AND RESPONSIBILITIES

1. Provides immediate response and action to the received reports through conduct of reach out activities to referred cases to the region.
2. Intakes and interviews clients for further social assistance and case management;
3. Conducts social case study and monitoring rescued clients to be endorsed to the local government for further provision of social services;
4. Assists in preparation of Annual Work Plans, Semestral Reports, Monthly Accomplishment Reports, and other Project Documentations in relation to the operation and target activities of the unit
5. Prepares documentations during inter-agency meetings and other activities in relation to the project implementation;
6. Conducts profiling and maintains database of clients served
7. Prepares documents on the status reports/updates/accomplishments along with the operation of the unit
8. Attends meetings/seminars and workshops in relation to project implementation;
9. Conduct trainings initiated by unit
10. Prepares Policies and Guidelines
11. Report for duty during disaster operations

12. Submits regular evaluation of program implementation pointing out the gaps in the service and suggest remedial measures on how the problems can be met in their areas.

13. Perform other tasks requirements by the supervisor and of the Agency

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

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 JUNE 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;
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.