



VACANCIES AS OF
JUNE 28, 2024
(CONTRACT OF SERVICE POSITION)



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo

1 INFORMATION OFFICER I

ITEM NUMBER : FONCR-COS-INFO01-2202022
SALARY GRADE : SG 11 / PHP 27,000.00
VICE : Buebos, Melgie B.
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Social Marketing Office

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 : AB/BS Mass Communication, Information Technology, Journalism or any other allied field
TRAINING : At least four (4) hours of training along communication programs and marketing strategies
EXPERIENCE : One (1) year experience in communication and marketing of advocacy and development project
ELIGIBILITY : None Required

JOB SUMMARY

Under supervision of the Regional Information Officer 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. Formulate and implement the DSWD-NCR's communication and advocacy plans and policies.
2. Design and Implement feedback mechanism to enable the Field Office to effectively communicate its messages to the public;
3. Develop, produce and disseminate Information, Education and communication (IEC) materials to communicate the DSWD as a whole and FO-NCR's key messages to the public;
4. Provide Technical Assistance to Divisions/Units/Center and Residential Care Facilities in their media relations, advocacy, social marketing and networking activities;
5. Serves as moderator of the DSWD NCR Social Media Platforms
 - a. Receives reports in DSWD NCR dedicated twitter and other social media platforms
 - b. Sends Customized reply to reported concerns and referrals on all social media platforms
 - c. Refers the received reports to concerned Local Government Units and Divisions/Units in Field Office; and
 - d. Provides update to the referring party on the actions taken on refereed case.
6. Development of Information, Education and Communication Materials (Editing Skills) such as Quote Cards, Audio Visual

Presentation, Brochures and Flyers

7. Submits monthly accomplishment reports to the Regional Information Officer/Officer-In-Charge/Regional Director, Social Marketing Service and Office of the Secretary
8. Prepares and coordinates request for video shoot, interviews, taping/shooting permit to respective Center and Residential Care Facilities, Divisions, Units and/or the Secretary;
9. Prepares Frequently Asked Questions (FAQs) and Answers which will be used to respond to the queries of the public;
10. Photo Documentation and coverage of the Field Office/Division/Unit/Center and Residential Care Facilities activities
 - a. Knowledge on Livestreaming through Social Media Sites
 - b. Knowledge on Photography and Videography
 - c. Knowledge on Creative Writing
11. Repackaging and creating of monthly news articles, success stories, press releases and social media posts of the field office (D/U/C/RCFs);
12. Proofreading and repackaging of the Center and Residential Care Facilities Manual of Operations;
 - a. Performs other related tasks to the position that may be given occasionally (Acts in the absence of the Regional Information Officer and Pantawid Pamilyang Pilipino Program Information Officer III)

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 **July 8, 2024** not later than 5:00 PM:

1. Application letter addressed to Regional Director **ATTY. 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.