



VACANCIES AS OF
JUNE 06, 2024
(CONTRACT OF SERVICE POSITION)



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) SPECIAL / TECHNICAL EXAM	10% 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 ADMINISTRATIVE OFFICER II

ITEM NUMBER : FONCR-COS-ADOF2-2404003
SALARY GRADE : SG 11/ ₱ 27,000.00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Marillac Hills
(Northgate Avenue Filinvest Muntinlupa)

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 : BS/ AB Psychology Graduate
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : Two (2) years of relevant experience
ELIGIBILITY : RA 1080 (Psychometrician)

JOB SUMMARY

Assessment of residents' psychological and cognitive functioning using standardized tests upon admission to get baseline data. Conduct activities relative to psychological services. As part of the Intervention Team, the Psychometrician will share findings with the Intervention Team for the understanding of residents' behavior. Facilitation of activities relative to Psych service will also be implemented by the staff. Furthermore, will carry out other related tasks assigned by the immediate supervisor.

DUTIES AND RESPONSIBILITIES

1. Conduct an initial psychological assessment of newly admitted clients.
2. Administer and score psychological tests and formulate psychometrics reports of selected residents.
3. Prepare activities relative to psychological services.
4. Prepare and conduct sessions on psychological first aid, psycho-education, and group dynamics based on residents' needs.
5. Prepares report on activities and sessions to be signed and reviewed by the immediate supervisor and submitted to C/RCF head for signing.
6. Attend case conferences such as intervention team meetings and staff meetings to share psychological perspectives to provide an understanding of residents' psychological functioning.
7. Attend activities on capability building for professional growth and self-development.
8. Performs other related tasks assigned by 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 **June 16, 2024**:

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 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.