



**VACANCIES AS OF  
JULY 9, 2024  
(CONTRACTUAL POSITIONS)**



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo

## **2 ADMINISTRATIVE ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER)**

**ITEM NUMBER** : FONCR-PCONTRACTUAL-ADAS3-000394  
FONCR-PCONTRACTUAL-ADAS3-000396

**SALARY GRADE** : SG 9 / PHP 21,211.00

**VICE** : CAMARINES, ALVIN JAY, LIGNES  
MAAÑO, MA. CLARISSA L.

**STATUS** : CONTRACTUAL

**PLACE OF  
ASSIGNMENT** : Pantawid Pamilyang Pilipino Program  
(NCR) –Operations Office 9

### **CSC – PRESCRIBED QUALIFICATION STANDARD**

**EDUCATION** : Completion of Two (2) years in College

**TRAINING** : Four (4) hours of relevant training

**EXPERIENCE** : One (1) year of relevant experience

**ELIGIBILITY** : None Required

### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

**EDUCATION** : Completion of Two (2) years in  
College

**TRAINING** : Four (4) hours of relevant training

**EXPERIENCE** : One (1) year of relevant experience

**ELIGIBILITY** : CS Professional/ First Level Eligibility

## **JOB SUMMARY**

Under general supervision of the Social Welfare Officer III/ Social Welfare officer IV of their corresponding operations office with some latitude for the exercise of independent judgment, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

## **DUTIES AND RESPONSIBILITIES**

- Coordinate with the FO Focal Person on the schedule of the OTC payments
- Gather the controlled Order of the Payment and Acknowledgement Receipt (OP/AR) of the beneficiaries that are scheduled for OTC Payment for the week prepare for actual OTC payments
- Witness the actual OTC payments made by LBP servicing branch to each of the beneficiaries
- Ensure the true identification of the beneficiaries receiving OTC payments
- Ensure that the beneficiaries are able to sign the AR as proof of receipt of grant
- Sign the AR as witness during OTC payment
- Provide the FA with summary of AR signed by the beneficiaries receiving OTC payments for the day
- Encode the unsigned AR or unclaimed grants in the MRBUI
- Follow up the transmittal by the LBP servicing branch of the paid OP/AR to the FO

- Assist the FA in the preparation of the SOE
- Check the accuracy of the ID numbers of beneficiaries provided for payroll preparation
- Monitor and report issues to RPMO, if any, as regards receipt/non-receipt of grants by the beneficiaries
- On a random basis, validate the accuracy of the CVs encoded by the Regional IT Officer as basis for the preparation of payroll by the NPMO as against the filled up hard copies of the Compliance Verification forms from the LGUs
- Facilitates administrative tasks
- Draft letters/answers to queries
- Perform other related tasks that may be assigned by the SWO III or Area Coordinator/SWO IV.

**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)	5%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	15%
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%.**

## NOTES:

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 23, 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).

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.*