



**VACANCIES AS OF  
JULY 11, 2024  
(CONTRACT OF SERVICE POSITIONS)**



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo

## 1 SOCIAL WELFARE OFFICER II

**ITEM NUMBER** : FONCR-PCOS-SOCWO2-000002  
**SALARY GRADE** : SG 15 / PHP 36,619.00  
**VICE** : LOZADA, JONNA M.  
**STATUS** : Contract of Service  
**PLACE OF ASSIGNMENT** : Pantawid Pamilyang Pilipino Program (RPMO)

### CSC – PRESCRIBED QUALIFICATION STANDARD

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

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

## **JOB SUMMARY**

The Social Welfare Officer II shall engage in the implementation of the program, ensure that the implementation of the program is in line with the procedures in accordance with the law.

## **DUTIES AND RESPONSIBILITIES**

1. Integrates with the target community/ies to understand and gain acceptance using participatory processes to identify their needs, problems, capabilities and aspirations.
2. Conducts of community study and accomplishes profiles, spot map, etc. in the context of the Pantawid Pamilya and establishes baseline data as part of the monitoring and evaluation system.
3. Conducts rapid appraisal of existing People's Organizations in the community/ies as basis for possible engagement.
4. Coordinates and facilitate support of stakeholders of Pantawid Pamilya activities around community/LGU priorities.
5. Lobbies concerns to different agencies for support and augmentation of resources for Pantawid Pamilya organizational building.
6. Assists and monitors LAC functionality and to other needed institutional arrangements.
7. Establishes linkages for mobilization of resources for the conduct of activities.

8. Organizes and mobilizes members of the program for social development activities.
9. Initiates advocacy activities in relation to community organizing.
10. Coordinates with concerned programs, units, division in the conduct of community development such as advocacy and capacity building of members for development of people's organizations.
11. Monitors existing community organizing and/or community development activities such as urban gardening.
12. Maintains a journal and document experiences, learning, good practices for enhancement of program operations and policies with the help of other regional staff.
13. Maintains directory of stakeholders, People's Organizations' Leaders and other significant institutions/offices in the assigned LGU/s and community/ies.
14. Develops potential community volunteers from amongst the members of the program in carrying out work plan.
15. Attends to meeting and gathering as required by the program.
16. Fulfills reportorial requirements as established by the M&E system.
17. 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%
<b>TOTAL</b>	<b>100%</b>

**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 60%.**

## NOTES:

Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to **5th Floor, Room 523, J&T Building, 3894 Magsaysay Blvd., Sta. Mesa, Manila** on or before July 21, 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)
4. Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
5. Photocopy of Transcript of Records;
6. Photocopy of Transcript Diploma;
7. Photocopy of Certificates of relevant Learning and Development/Trainings attended;
8. Photocopy of Certificate/s of previous and present Employment (if applicable);
9. Photocopy of Company/Agency Clearance (latest employer, if applicable); and
10. 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.*