



**VACANCIES AS OF**  
**JULY 15, 2024**  
**(CONTRACT OF SERVICE POSITION)**



## 2 SOCIAL WELFARE OFFICER II

**ITEM NUMBER** : FONCR-COS-SOCW02-2405035  
FONCR-COS-SOCW02-2405036  
**SALARY GRADE** : SG 15/ ₱ 36,619.00  
**VICE** : Newly Created Position  
**STATUS** : Contract of Service  
**PLACE OF ASSIGNMENT** : Sanctuary Center  
(H2MM+438, Mandaluyong, Metro Manila)

### 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 V/ III and with some latitude for exercise of independent judgment, performs somewhat difficult, responsible professional work pertaining case management requiring training, some experience and broad knowledge on adoption and foster care and does other related task assigned.

## **DUTIES AND RESPONSIBILITIES**

1. Conducts intake interview with the clients as part of the protocol
2. Orients clients on house rules, regulations, introduces clients to other residents, social workers and other staff
3. Undertakes in-depth data gathering through interviews with clients and his/ her relatives to identify problem and appropriate intervention strategies for the client and formulates treatment plan for the clients based on the consultations and data gathered.
4. Implements rehabilitative services based on the treatment plan and prepares corresponding minutes of the plan implementation to Center Head
5. Prepares and submit case load inventory and calendar of activities
6. Maintains files, social case study reports and databank of clients served.
7. 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.
8. Conduct social case study and home visit and extend assistance and/or services to families through the self-help concept.

## APPLICANTS SHOULD BE GUIDED BY THE FOLLOWING CRITERIA FOR EVALUATION:

<b>EDUCATION (E)</b>	<b>25%</b>
<b>TRAINING (T)</b>	<b>10%</b>
<b>EXPERIENCE (E)</b>	<b>25%</b>
<b>WRITTEN EXAM</b>	
<b>INITIAL QUALIFYING TEST (IQT)</b>	<b>10%</b>
<b>SPECIAL / TECHNICAL EXAM</b>	<b>10%</b>
<b>PANEL INTERVIEW</b>	<b>15%</b>
<b>IPCR OR ANY RELATED PERFORMANCE/REVIEW</b>	<b>5%</b>

### 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 [July 25, 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](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).

**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.*