



VACANCIES AS OF
AUGUST 06, 2024
(PERMANENT POSITIONS)



1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : OSEC-DSWDB-SOCWO2-368-2004
SALARY GRADE : SG 15 / PHP 36, 619.00
VICE : Villamor, Jhonabie M.
STATUS : Permanent
PLACE OF ASSIGNMENT : Elsie Gaches Village

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 : Training on Disability Sensitivity, Laws protecting PWD, etc.
EXPERIENCE : One (1) year of experience working with persons with disabilities
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 intervention plan for the clients based on the consultations and data gathered;
4. Implements rehabilitative services based on the intervention 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; and
9. Performs other related and delegated tasks from the 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%

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%.**

1 MANAGEMENT AND AUDIT ANALYST II

ITEM NUMBER : OSEC-DSWDB-MAA2-87-2004
SALARY GRADE : SG 15 / PHP 36, 619.00
VICE : Salcedo, Christian A.
STATUS : Permanent
PLACE OF ASSIGNMENT : Office of the Regional Director

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor’s Degree relevant to the job
TRAINING : Four (4) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor’s Degree relevant to the job
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : Two (2) years of experience in Auditing and Financial Management
ELIGIBILITY : Career Service (Professional) / Second Level Eligibility

JOB SUMMARY

Under the direct Supervision of the Regional Director and with some latitude for the exercise of independent judgement, perform somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Preparation of response to Commission on Audit findings and recommendations;
2. Facilitate meetings/ consultations between Service Providers/COA and related partners;
3. Transmit correspondence to Divisions/CRCF/Section/Units relative to money claims and COA findings;
4. Preparation of Monthly/ Quarterly/ Annual Audit Report and/or per prescribed timeline and template;
5. Monitoring and facilitation of resolution of IAS CARE; and
6. Perform other related tasks as assigned by the Regional Director.

**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

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SCORE ON ETE.**

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FINAL SHORTLISTING

**TOP 5 RANKING CANDIDATES BUT OVERALL RATING
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1 PROJECT DEVELOPMENT OFFICER II

ITEM NUMBER : OSEC-DSWDB-PDO2-168-2004
SALARY GRADE : SG 15 / PHP 36, 619.00
VICE : Salvador, Yulas S.
STATUS : Permanent
PLACE OF ASSIGNMENT : Sustainable Livelihood Program

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor’s Degree relevant to the job
TRAINING : Four (4) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor’s Degree preferably in Management, Entrepreneurship, Development Studies, Community Development, or any business-related course
TRAINING : At least four (4) hours of relevant training in any or a combination of the following: Project Management and Implementation, Social Entrepreneurship, Business Operations, Business Plan Development, Strategy Development, Community Organizing, Monitoring and Evaluation
EXPERIENCE : At least one (1) year of relevant experience in development-related projects involving community organizing, business development and/or training.
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

JOB SUMMARY

The Project Development Officer II handles technical support, basic communication and coordination work. Project Development Officer II are expected to work under the supervision of project/program managers and with other team members to achieve desired outputs and outcomes. Furthermore, Project Development Officer II may be deployed and tasked to work in various specialized fields such as program operations, program development, program finance, planning, monitoring and evaluation, capability and partnerships building, and social marketing.

DUTIES AND RESPONSIBILITIES

1. Supervision and Provision of technical assistance/guidance to implementing/ Monitoring PDOs in the SLP implementation.
2. Report and monitor program participant project implementation through:
 - a. Conducting fund utilization checks of approved projects following a prescribed time to ensure that downloaded funds are utilized vis-à-vis approved amount;
 - b. Tracking progress of SLP program participants through regular visits and use of available monitoring tools during project site visits;
 - c. Using the monitoring and evaluation system by encoding collected data and information on program participants served and specific assistance provided;
 - d. Documenting key livelihood models, approaches and strategies developed by field implementers for replication and localization;
 - e. Preparing and submitting reports on the status of the immediate and intermediate outcome indicators and other reportorial requirements;

- f. Preparing offline monitoring and evaluation reports on track-specific project implementation, financial performance and organizational status of SLPAs;
 - g. Coordinating with the Implementing PDO to provide feedback on plans for supplementary interventions and endorsement to the Provincial Coordinator;
3. Coordinate with external stakeholders for:
- a. Conducting monitoring activities with community groups, leaders, or volunteers
 - b. Mobilizing resources for supplementary interventions from public and private sectors;
4. Perform other tasks related to monitoring and evaluation whenever necessary such as, but not limited to:
- a. Writing stories of change as qualitative reports based on the SLP results framework, and Submit feature articles using the Qualification Assessment Form as baseline;
 - b. Conducting case conferences in coordination with the Implementing PDO;
 - c. Providing feedback on the usability of the monitoring tools and forms and provide inputs to enhance the overall monitoring and reporting system of the program; and
 - d. Coordinating monitoring and evaluation activities with the SLP-RPMO.

**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

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FINAL SHORTLISTING

**TOP 5 RANKING CANDIDATES BUT OVERALL RATING
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1 MANPOWER DEVELOPMENT OFFICER I

ITEM NUMBER : OSEC-DSWDB-MDO1-138-2004
SALARY GRADE : SG 11 / PHP 27, 000.00
VICE : Sacedor, Emmielyn Joy J.
STATUS : Permanent
PLACE OF ASSIGNMENT : Haven for Children

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree in
Psychology/Business/Community
Development/Social Sciences
TRAINING : Training in Handling Individual and
Groups
EXPERIENCE : With relevant experience on creating of
training programs and with training
supervision
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

JOB SUMMARY

Under general supervision 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. Develops potentials of clients by teaching and engaging them to various training programs in the Center in order to prepare them to undertake and manage self-employment projects;
2. Conceptualize and prepares project proposal regarding new training and vocational programs;
3. Prepares and introduces methods and strategies which would help clients improve the quality and marketability of their products;
4. Establishes partnership with stakeholders to ensure partnership in placing the students for internship and possible employment;
5. Places and monitors client during internship to evaluate the outcomes of the training programs and feedback of partners; and
6. Collect labor market information for clients regarding job openings and other occupational information to ensure that upon completion of the training clients will be placed for secured employment.

**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%
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1 MANPOWER DEVELOPMENT OFFICER I

ITEM NUMBER : OSEC-DSWDB-MDO1-127-2004
SALARY GRADE : SG 11 / PHP 27, 000.00
VICE : Arevalo, Faith Francesca L.
STATUS : Permanent
PLACE OF ASSIGNMENT : Jose Fabella Center

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor’s Degree
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor’s Degree preferably in
Education, Psychology, Social Work or
other Allied Social Sciences
TRAINING : None Required
EXPERIENCE : At least with 1 year of experience on
facilitating training programs and
technical writing
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

JOB SUMMARY

Under general supervision of Social Welfare Officer V and Senior Manpower Development Officer/Project Development Officer III and with some latitude for the exercise of independent judgement, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Identifies development and skills training needs of client through consultation with other services;
2. Develops potential of clients by teaching and engaging them to various training programs in the center in order to prepare them to undertake and manage self-employment projects;
3. Conceptualizes and prepares project proposal regarding new training programs/ vocations;
4. Prepares and introduces methods and strategies which would help clients improve the quality and marketability of their products
5. Establishes partnership with stakeholders to ensure partnership in placing the students for internship and possible employment;
5. Places and monitors client during internship to evaluate the outcomes of the training programs and feedback of partners; and
6. Collect labor market information for clients regarding job openings and other occupational information to ensure that upon completion of the training clients will be placed for secured employment.

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CRITERIA FOR EVALUATION:**

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TRAINING (T)	10%
EXPERIENCE (E)	25%
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1 ADMINISTRATIVE OFFICER II

ITEM NUMBER : OSEC-DSWDB-ADOF2-92-2015
SALARY GRADE : SG 11 / PHP 27, 000.00
VICE : Ines, Carissa R.
STATUS : Permanent
PLACE OF ASSIGNMENT : Records and Archives Management Section

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 : Bachelor’s Degree preferably in Business Course/Office Administration, Library and Information Science and other similar courses
TRAINING : With relevant training on government related and/or basic records management
EXPERIENCE : Knowledgeable and familiar with Republic Act 9470 is an advantage but not required. With work experience in document archiving and records management
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

JOB SUMMARY

The Administrative Officer II will be responsible for records management archiving and disposal. Maintains a records management system, including the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the department.

DUTIES AND RESPONSIBILITIES

1. Assisting with the daily activities of the Records Archives Management Section.
2. Monitoring and enforcing the agency's policies and procedures.
3. Maintaining good relations to various offices in and outside the department.
4. Provides Administrative support in the planning, formulating and implementing a records management and archival administration for the efficient maintenance retention storage and disposal of public records.
5. Assist in preparing documents, meetings and presentations during knowledge sessions and other related activities.
6. Assist in the development and maintenance of an efficient records system.
7. Drafts memoranda as may be required by the immediate superior.
8. Render additional services as authorized in the exigency of the service from time.

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

EDUCATION (E)	25%
TRAINING (T)	10%
EXPERIENCE (E)	25%
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1 ADMINISTRATIVE ASSISTANT II

ITEM NUMBER : OSEC-DSWDB-ADAS2-176-2004
SALARY GRADE : SG 8 / PHP 19,744.00
VICE : Monteverde, Eric B.
STATUS : Permanent
PLACE OF ASSIGNMENT : National Vocational Rehabilitation Center

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Completion of Two (2) Years Studies in College
TRAINING : Four (4) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Completion of Two (2) Years Studies in College preferably in Office/Public Administration, Management, Computer Science or any Bachelor's Degree in Social Sciences
TRAINING : Four (4) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

JOB SUMMARY

Under immediate supervision, responsible for communicating Center's Records procedures to all Services, and for coordinating the transfer of records to the Records Center for semi-active storage and disposition.

DUTIES AND RESPONSIBILITIES

1. Communicates centers records procedures to all Services/Staff.
2. Establishes and maintains records contacts in each Service or program area for communication purposes.
3. Participating in center's records/FO-NCR Records led initiatives (meetings, surveys, special projects, trainings).
4. Instructing staff on records transfer procedures and providing advice when required.
5. Reviewing Records Transfer to ensure accuracy and completeness, before signing and transmitting the records to FO-NCR Records Section.
6. Sending complete and accurate center's records inventory to the FO-NCR Records Section.
7. Receiving copies of Transfer Lists after the records have been transferred and distributing to the appropriate Service so that location and retrieval information is readily available to staff.
8. Maintaining a central copy of approved records schedules for the department.
9. Maintain central digitized records for recovery.
10. Perform other tasks assigned or required.

**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

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FINAL SHORTLISTING

**TOP 5 RANKING CANDIDATES BUT OVERALL RATING
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1 ADMINISTRATIVE ASSISTANT II

ITEM NUMBER : OSEC-DSWDB-ADAS2-165-2015
SALARY GRADE : SG 8 / PHP 19,744.00
VICE : Barrios, Joan R.
STATUS : Permanent
PLACE OF ASSIGNMENT : Human Resource Planning and Performance Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Completion of Two (2) Years Studies in College
TRAINING : Four (4) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree in Office Administration, Business Administration and/or Human Resource-related courses
TRAINING : At least 1 year experience relevant to recruitment, selection and placement, office management and secretariat functions
EXPERIENCE : With relevant training on relevant to recruitment, selection and placement, office management and secretariat functions
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Prepares Confirmation for Hiring/Renewal of Services under Contract of Service (COS) positions. Endorse to the Division Chief for approval three days upon receipt of draft recommendation/resolution.
2. Prepares Congratulatory Letter. Endorse to the Division Chief for approval three days upon receipt of draft recommendation/resolution.
3. Prepares Regret Letter three days upon receipt of the Assess application.
4. Prepares Assumption to Duty and return to the concerned Division/Section/Center/Residential Care Facilities concerned three days upon receipt of the Memorandum of Agreement.
5. Maintains and updates Regional Database Report (Template A-H2) to submit to Central Office.
6. Performance Management Secretariat of the Section.
7. Prepares Acceptance Letter of Separated Staff (Resigned, Non-Renewal, End of Contract & Termination).
8. Prepares Endorsement Letter to Central Office of the Separated Staff under COS.
9. Monitoring and update of issuances of ID number under COS workers.
10. Prepare correspondence pertaining to COS concerns.
11. Prepare RAO for promoted staff under COS workers.
12. Perform any-related tasks 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)	5%
SPECIAL / TECHNICAL EXAM	20%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

INITIAL SHORTLISTING

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FINAL SHORTLISTING

**TOP 5 RANKING CANDIDATES BUT OVERALL RATING
SHOULD NOT BE LESS THAN 80%.**

1 ADMINISTRATIVE AIDE VI

ITEM NUMBER : OSEC-DSWDB-ADA6-123-2004
SALARY GRADE : SG 6 / PHP 17,553.00
VICE : Dizon, Alvin Christian D.
STATUS : Permanent
PLACE OF : Cash Section
ASSIGNMENT

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Completion of Two (2) Years Studies in College
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree preferably in Business Administration, Office Management, Business Management
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Receives cash / check from payor representing collections based on the Order of Payment (OP) (Appendix 28) prepared by the Accounting Unit.
2. Issues official receipt (in three copies) to acknowledge receipt of cash / check.
Original: Payor
Copy 2: To be attached to the Report of Collection and Deposit (RCD) (Appendix 26) / (Cash Receipts Register (CRReg) (Appendix 27)
Copy 3: Cash Unit file
3. Records collections in the Cash Receipts Record (CRRec) (Appendix 29).
4. Prepares Deposit Slips (DSs) in three copies (or as necessary)
Original: Authorized Government Depository Bank (AGDB)
Copy 2: To be attached to RCD / CRRec
Copy 3: Cash Unit file
5. At the close of the business day, the Collecting Officer shall prepare the Report of Collections and Deposits (RCD) for submission to Accounting Unit. The report lists all the ORs issued in numerical sequence including cancelled ones. The RCD shall be supported by documentary evidence such as duplicated copies of ORs and validated deposit slips.
6. Prepare the Report of Accountability for Accountable Forms - Official Receipts (RAAF) to report all under his / her custody on a monthly basis and must be reported / submitted to the Accounting Unit.
7. Ensure all the collections, deposits and reportorial requirements are correct, complete, balance and reconciled, and in accordance to the Government Accounting rules and regulations.

8. Shall exercise the duties and functions inherent to her designation as Collecting Officer.
9. Do some multitask as deemed necessary.

**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%
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INITIAL SHORTLISTING

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FINAL SHORTLISTING

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1 ADMINISTRATIVE AIDE IV (CLERK II)

ITEM NUMBER : OSEC-DSWDB-ADA4-621-2004
SALARY GRADE : SG 4 / PHP 15,586.00
VICE : Bontia, Aira Lei B.
STATUS : Permanent
PLACE OF ASSIGNMENT : Property and Supplies Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Completion of Two (2) Years Studies in College
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Preferably with Two (2) Years in Business/Public Administration
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

JOB SUMMARY

Accountable for inventories/safekeeping of parts, equipment or supplies; accepting deliveries, receipt and issuance of supplies, tagging properties, preparing inventories and reports.

DUTIES AND RESPONSIBILITIES

1. Receipt and Issuance of Supplies/Materials/Equipment to be stored at the warehouse;
2. Ensure proper safekeeping of all supplies, materials and equipment stored at the warehouse;
3. Maintain daily recording and updating of stock cards and bin cards;
4. Preparation of monthly Report on Supplies and Materials Issued (RSMI);
5. Maintain file such as Delivery Receipt, Purchase Order, Request Issue Slip and other documents relative to receipt and issued items;
6. Facilitate Inspection and Acceptance Report of delivered items;
7. Conduct periodic inspection and physical count inventory from time to time;
8. Maintain cleanliness and warehouse facility upkeep;
9. Prepares Waste Material Report;
10. Coordination and follow up with offices along administrative concerns;
11. Submit accomplishment reports;
12. Attend meetings, conferences, trainings and other official activities;
13. Participate in disaster operations; and
14. Perform other related task.

**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%
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FINAL SHORTLISTING

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1 ADMINISTRATIVE AIDE IV (DRIVER II)

ITEM NUMBER : OSEC-DSWDB-ADA4-624-2004
SALARY GRADE : SG 4 / PHP 15,586.00
VICE : Ruiz, Eleuterio R.
STATUS : Permanent
PLACE OF ASSIGNMENT : Jose Fabella Center

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Elementary School Graduate
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Driver’s License (Professional)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Elementary School Graduate
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Must have restrictions No. 1-3 indicated in the driver’s license

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Drives the official vehicle;
2. Attends to maintenance of official vehicle;
3. Performs minor repair and troubleshooting;
4. Acts as messenger/ liaise documents, when requested;
5. Prepares requirements on the use of official vehicle; and
6. Performs other related functions

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

EDUCATION (E)	15%
TRAINING (T)	15%
EXPERIENCE (E)	25%
WRITTEN EXAM	
NON-VERBAL TEST	5%
SPECIAL / TECHNICAL EXAM	25%
PANEL INTERVIEW	10%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

INITIAL SHORTLISTING

**OBTAINED 41.25 POINTS OR 75% OF THE MAXIMUM
TOTAL SCORE ON ETE.**

*Only those who obtained the 41.25 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%.**

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 **AUGUST 16, 2024** not later than 5:00 PM:

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);
4. Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
5. Photocopy of Transcript of Records;
6. Photocopy of College 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).

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.