



VACANCIES AS OF
AUGUST 06, 2024
(PSYCHOLOGISTS POSITIONS)



1 PSYCHOLOGIST I

ITEM NUMBER : OSEC-DSWDB-PSY1-101-2004
SALARY GRADE : SG 11 / Php 27, 000.00
VICE : Roxas, Charizze Ann G.
STATUS : Permanent
PLACE OF ASSIGNMENT : Human Resource Planning and Performance Management Section

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Master's Degree in Psychology
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 10029 (Psychologist)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Master's Degree in Psychology
TRAINING : With relevant training on recruitment and general human resource management
EXPERIENCE : At least with 2 years of experience along recruitment, industrial counselling and other HR mechanisms
ELIGIBILITY : RA 10029 (Psychologist)

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. Facilitates competency-based interviews, prepares rating forms, and administers psychological tests to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.
2. Observes and conducts preliminary assessment with applicants in order to obtain information about the physical, mental, and educational requirements of jobs as well as information about their competencies.
3. Conducts exit interviews to retiring, resigning and transferring employees to get information about staff's work experience in DSWD.
4. Analyzes career development and recruitment mechanism to help the unit develop initiatives and more efficient hiring programs.
5. Conducts research along physical work environments, organizational structures, group interactions, morale, and motivation of employees in order to assess their performance.
6. Provides assistance during conduct of organizational activities.

**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%.**

8 PSYCHOLOGIST I

ITEM NUMBER	: OSEC-DSWDB-PSY1-103-2004 / OSEC-DSWDB-PSY1-107- 2004 / OSEC-DSWDB-PSY1-98-2004 / OSEC-DSWDB-PSY1-102-2004 / OSEC-DSWDB-PSY1-106-2004 / OSEC-DSWDB-PSY1-100-2004 / OSEC-DSWDB-PSY1-97-2004 / OSEC-DSWDB-PSY1-105-2004
SALARY GRADE	: SG 11 / Php 27, 000.00
VICE	: Medel, Jericho D. / Flores, Jasmin B. / Turingan, Estrelita B. / Tolentino, Sheherazade R. / Elic, Jobegail V. / Arcaya, Donna Marie / Buo, Vanessa P. / Delos Reyes, Eloisa L.
STATUS	: Permanent
PLACE OF ASSIGNMENT	: Elsie Gaches Village / National Vocational Rehabilitation Center / Protective Services Division / Marillac Hills / Haven For Children / Haven For Women / Reception and Study Center for Children / Nayon ng Kabataan

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION	: Master's Degree in Psychology
TRAINING	: None Required
EXPERIENCE	: None Required
ELIGIBILITY	: RA 10029 (Psychologist)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION	: Master's Degree in Psychology
TRAINING	: With relevant training on psychological assessment, psychotherapy and counselling
EXPERIENCE	: At least with 1 year of experience on conducting psychological assessment and counselling
ELIGIBILITY	: RA 10029 (Psychologist)

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. Administers and evaluates psychological tests as basis of diagnosis, referral to other services and formulation of psychological intervention for clients.
2. Assesses client's needs, abilities, and behavior using series of psychological tests, interviews and direct observation of behavior as basis of formulation of appropriate rehabilitation plan.
3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels' clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.
8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.

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

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TRAINING (T)	10%
EXPERIENCE (E)	25%
WRITTEN EXAM	
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INITIAL SHORTLISTING

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FINAL SHORTLISTING

**TOP 5 RANKING CANDIDATES BUT OVERALL RATING
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1 PSYCHOLOGIST I

ITEM NUMBER : FONCR-CASUAL-PSY1-000003
SALARY GRADE : SG 11 / PHP 27, 000.00
VICE : Arevalo, Faith Francesa L.
STATUS : Casual
PLACE OF : Sanctuary Center
ASSIGNMENT

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Master’s Degree in Psychology
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 10029 (Psychologist)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Master’s Degree in Psychology
TRAINING : With relevant training on psychological assessment, psychotherapy and counselling
EXPERIENCE : At least with 1 year of experience on conducting psychological assessment and counselling
ELIGIBILITY : RA 10029 (Psychologist)

JOB SUMMARY

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3. Collaborates with other disciplines (e.g. medical, social and productivity service) to ensure implementation of rehabilitation plans for clients.
4. Develops and evaluate psychological intervention plan to improve clients' psychological well-being as part of the rehabilitation plan
5. Counsels' clients and staff when needed
6. Presents psychological diagnosis during case conference to monitor the development of the case and formulation of rehabilitation plan.
7. Recommends the formulation or modification of policies and procedures relative to psychological services to ensure quality and effectiveness.

8. Supervises and provides technical knowledge to interns placed in the residential care facilities to equip them with quality hands-on training in providing psychological service.
9. Monitors and purchases psychological test materials for the consumption of clients in the center to ensure accuracy during evaluation.
10. Prepares and reviews psychological assessment/ report of clients to ensure accurate and precise diagnosis as reference of other services in identifying other needs to be given to the clients.

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FINAL SHORTLISTING

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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 **NOVEMBER 06, 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.