



VACANCIES AS OF
AUGUST 13, 2024
(CONTRACT OF SERVICE POSITION)



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo

1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : FONCR-COS-SOCWO2-2112203
SALARY GRADE : SG 15/ ₱ 36,619.00
VICE : Michaela Joy M. Matus
STATUS : Contract of Service
PLACE OF ASSIGNMENT : National Vocational Rehabilitation Center
(31 J.P. Burgos, Project 4, Lungsod Quezon, 1800 Kalakhang Maynila)

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 : Completion of Bachelor Degree in Social Work
TRAINING : 120 hours training on Gender Responsive Case Management and Handling Persons with Disabilities and other Vulnerable Groups
EXPERIENCE : Has at least 1 year experience working in Organization Catering Persons with Disabilities and other Vulnerable Groups
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Performs as Case Manager to help clients reach their optimum adjustment to their disability and works towards social integration in their family and community.

DUTIES AND RESPONSIBILITIES

1. Conducts interview, home visits, jail visits, case counseling and case management conferences;
2. Prepares Social Case Study Reports of clients
3. Consolidates intervention plans of different services for the client
4. Monitors status of intervention plans of the different services for the client
5. Coordinates with the different services of the center related to the rehabilitation needs of clients
6. Attends Rehabilitation Team meetings
7. Assesses and recommends qualified clients for livelihood assistance in coordination with the Placement Officer

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	10%
PANEL INTERVIEW	15%
IPCR OR ANY RELATED PERFORMANCE/REVIEW	5%

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%

1 PROJECT DEVELOPMENT OFFICER II

ITEM NUMBER : FONCR-COS-PD02-2112204
SALARY GRADE : SG 15/ ₱ 36,619.00
VICE : Daphne Joy Gayl O. Anotado
STATUS : Contract of Service
PLACE OF ASSIGNMENT : National Vocational Rehabilitation Center
(31 J.P. Burgos, Project 4, Lungsod Quezon, 1800 Kalakhang Maynila)

CSC - PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree Relevant to the Job
TRAINING : 4 hours relevant training
EXPERIENCE : 1 year relevant experience
ELIGIBILITY : Career Service Professional/ Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Preferably Bachelor's Degree in Business Administration of other Social Sciences Course
TRAINING : 120 hours training in Business Entrepreneurship and Technical Writing or 120 hours training in Handling Persons with Disabilities and other Vulnerable Groups with special and challenging cases
EXPERIENCE : Has at least one (1) year experience networking and collaborating with various stakeholders
ELIGIBILITY : None Required

JOB SUMMARY

Under the direct supervision of the Placement Supervisor, facilitates placement OJT and provide a gainful employment to persons with disabilities and other vulnerable group through selective placement on the right jobs suitable to their gained competencies and capacities.

DUTIES AND RESPONSIBILITIES

1. Facilitate placement or referral for gainful employment of PWDs and other vulnerable group to jobs or income producing activities where they are most suited.
2. Provide effective employment counseling towards selective placement and occupational adjustments.
3. Conduct educational campaign among employers, groups, labor unions, and in the community to develop employment opportunities for the PWDs and special groups and promote equal opportunities for employment.
4. Conduct industrial survey to determine specific job opportunities and other work operations which can be performed by the PWDs.
5. Conduct follow-up of placed graduate to ensure necessary support and ascertain time quality of placement or employment.
6. Encourage and ensure community participation/agency coordination in employment programs and employment planning for the PWDs and the special groups.
7. Conducts pre-employment seminars to trainees undergoing vocational rehabilitation
8. Conducts industry survey to companies and industries and come up with directory of employers
9. Attends Rehabilitation Meetings
10. Assist trainees in the establishment of their small business
11. Monitor job placed graduates (open, self, and sheltered)

12. Manages/refers trainees, networks with industrial sector for possible absorption of graduate trainees
13. Prepares/submits project proposals and trainees' reports
14. Prepares/submits work and financial plan

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%

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 [August 27, 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;
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.