



VACANCIES AS OF
AUGUST 15, 2024
(CONTRACT OF SERVICE POSITION)



23 PROJECT DEVELOPMENT OFFICER II

- ITEM NUMBER** : FONCR-COS-PDO2-000480 / 000491 / 000515 / 000446 / 000476 / 000477 / 000439 / 000482 / 000511 / 000518 / 000494 / 000496 / 000508 / 000514 / 000516 / 2208004 / 228007 / 2309055 / 2308010 / 2405027 / 2405028 / 2405030 / 2405031
- SALARY GRADE** : SG 15/ ₱ 36,619.00
- VICE** : Samama, Aladin / Dalisay, Kevin, Siaman, Kamarudin / Ibrahim, Sonaya / Esplana, Jhustine / Balondo, Kathrina / Paloma, Brianne Jilmer / Velarde, Alfie / Rodriguez, Sarah Mae / Maderazo, Jeannette / Chico, Kim / Aglipay, Gene / Payongayong, Amado Jurelle / Buenviaje, Yeddah Marie / Adel, Francis / Obal, Rowell / Clet, Jake / Pardiñas, Karmelilta / Alejandro, Violeta / Newly Created Position
- STATUS** : Contract of Service
- PLACE OF ASSIGNMENT** : Sustainable Livelihood Program

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION	:	Bachelor's Degree relevant to the job
TRAINING	:	Four (4) hours relevant training
EXPERIENCE	:	One (1) year relevant experience
ELIGIBILITY	:	None Required

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. 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;

2. 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;

3. 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	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%

2 ADMINISTRATIVE OFFICER IV

ITEM NUMBER : FONCR-COS-ADOF4-2405002 /
2405003
SALARY GRADE : SG 15/ ₱ 36,619.00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Social Pension Program Management
Office

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor’s Degree relevant to the job
TRAINING : Four (4) hours relevant training
EXPERIENCE : Six (6) months relevant experience
ELIGIBILITY : None Required

JOB SUMMARY

The Administrative Officer IV is under the supervision of Project Development Officer I or Project Development Officer I| or Social Welfare Officer I| or Social Welfare Officer III and shall primarily assist in the implementation of Social Pension for Indigent Senior Citizens

DUTIES AND RESPONSIBILITIES

1. Assist in the monitoring of LGUs on the implementation of social pension program particularly on the pay-out of stipend;
2. Assist in the provision of technical assistance as maybe needed;
3. Assist in reviewing the LGU submitted data specifically the validated list of senior citizens;
4. Assist in processing replacements, retrieval of reports related to social pension;
5. Assist in the preparation of all activities to be conducted for social pension;
6. Attend to walk-in clients, inquiries, request and other related activities on social pension
7. Perform other related tasks as assigned

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%

2 NURSE I

ITEM NUMBER : FONCR-COS-NUR1-240714
FONCR-COS-NUR1-240715
SALARY GRADE : SG 15/ ₱ 36,619.00
VICE : Newly Created Position
STATUS : Contract of Service
PLACE OF ASSIGNMENT : Golden Reception and Action Center for the Elderly and other Special Cases (GRACES)
(M25J+3HW, Golden Acres Rd, Bago Bantay, Quezon City, 1100)

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's degree in Nursing
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Nurse)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's degree in Nursing
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Nurse)

JOB SUMMARY

Under general supervision of Social Welfare Officer V and Medical Officer III 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. Maintains medical records of clients as reference of Medical Officers in diagnosing and providing treatment.
2. Promotes clients' independence by establishing care goals to understand the condition and medications.
3. Assures quality of nursing care by adhering to therapeutic standards, assessing medical intervention undertaken, making or recommending necessary adjustments; following C/RC protocol in providing proper medical service to clients.
4. Maintains medical supplies inventory by checking stock to determine availability; anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies
5. Ensures efficient and coordinated medical services by coordinating and planning clinic activities; communicates clients' needs and makes referrals when necessary.
6. Administers and checks proper medication order as prescribed by the Medical Officer III and reviews drugs/medicines on stock to ensure that it does not exceed the expiration date.
7. Provide frequent client evaluations including monitoring vital signs and perform essential procedures during emergency situations.

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 or before [Aug 29, 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.

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