



VACANCIES AS OF
SEPTEMBER 05, 2024
(PERMANENT POSITIONS)



1 SOCIAL WELFARE OFFICER IV

ITEM NUMBER : OSEC-DSWDB-SOCWO4-207-2004
SALARY GRADE : SG 22 / PHP 74,836.00
VICE : Daniles, Virginia C.
STATUS : Permanent
PLACE OF ASSIGNMENT : Policy and Plans Division

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree in Social Work
TRAINING : Sixteen (16) hours of relevant training
EXPERIENCE : Three (3) years of relevant experience
ELIGIBILITY : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree in Social Work
TRAINING : Sixteen (16) hours of relevant training
EXPERIENCE : Three (3) years of relevant experience
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under direction and substantial latitude for the exercise of independent judgment, engaged in varied work ranging from routine to difficult and special work; performs very difficult, important work requiring training and moderate experience or lower training but considerable experience and thorough knowledge on social and welfare development related laws and policies.

DUTIES AND RESPONSIBILITIES

1. Conducts and facilitates inter-agency dialogues to address and discuss concerns.
2. Prepares project proposals for activities plotted in the work plan.
3. Develops programs, projects and activities that will address and enhance the concern of each sector along with the delivery of social and welfare services.
4. Provides technical assistance to LGUs and other agencies.
5. Acts as resource person in staff and stakeholder training and development activities.
6. Monitors and evaluates the performance of the unit/center and conducts consultation, meetings and case conferences to discuss operational targets, follow-up on outputs and deliverables, and discusses performance.
7. Provides necessary guidance and assistance to staff to ensure that quality output is being delivered.
8. Perform other related tasks as assigned by the Division and/or 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

**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 MEDICAL SPECIALIST I

ITEM NUMBER : OSEC-DSWDB-MDSP1-60-2004
SALARY GRADE : SG 22 / PHP 74,836.00
VICE : Manalang, Amelita C.
STATUS : Permanent
PLACE OF ASSIGNMENT : Jose Fabella Center

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Doctor of Medicine
TRAINING : Four (4) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : RA 1080 (Physician)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Doctor of Medicine
TRAINING : With relevant training on community/ public health, occupational health and safety; training on advanced principles and practices of modern medicine, medical diagnosis and treatment
EXPERIENCE : At least with 1 year of experience on providing community/ public health service
ELIGIBILITY : RA 1080 (Physician)

JOB SUMMARY

Under the direction of the Center Head and ARD for Operations and substantial latitude for the exercise of independent judgment serves as Head of Health and Allied Services engaged in varied work along provision of medical service; or performs very difficult, important work requiring training and moderate experience or lower considerable experience and thorough knowledge of on community/ public health.

DUTIES AND RESPONSIBILITIES

1. Conducts regular monitoring on the provision of medical service to clients and staff in the Field Office and C/RCFs through coordination with respective Medical Officer III and other medical staff.
2. Plans and prepare assignments of Medical Officers in C/RCFs
3. Reviews and countersigns clients' medical report and output of Medical Officer to ensure quality medical service is provided.
4. Proposes creation of new policies and guidelines pertaining to health services to clients and staff which addresses the current needs and problems in C/RCFs and FO through Regional Policy Review and Development Committee.
5. Provides comments and recommendations to revise, enhance and modify existing but outdated policies and guidelines in relation to health services through desk review, soliciting feedbacks from end-users, utilizing agency reports and by benchmarking with the primary health care providers both local and international and I reference to existing Philippine laws, Republic Acts, Presidential Decree, Memorandum Circulars, to ensure that appropriate health care are being provided to clients/ beneficiaries.
6. Prepares and consolidates work and financial plan of the section based on prescribed form to ensure that the proper logistics and

supplies are available in the conduct of the section's goals, objectives and activities based on the key result areas.

7. Visits C/RCFs to conduct monitoring activity and provide technical assistance to Medical Officers and Heads of the C/RCFs in relation to health concerns of the clients.
8. Proposes and conceptualizes topics and advocacy programs and activities in the planning Health and Wellness program for the staff and employees in close coordination with Human Resource Development Section.
9. Prepares clinical abstract of patients (clients and staff) for records purposes and referral to outside hospitals and other facilities.
10. Performs job functions of the physician in a C/RCF in the absences of MO III due to retirement, resignation, prolonged leave of absence, and other similar reason
11. Conducts and facilitates meeting of Health and Allied Services staff on a regional level and section to address issues and concerns and facilitates staff development.
12. Issues medical certificates to clients and staff to certify health condition as reference for referral to outside facilities like schools, trial courts and other similar institutions.

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

EDUCATION (E)	20%
TRAINING (T)	15%
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

**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 MEDICAL OFFICER III

ITEM NUMBER : OSEC-DSWDB-MDOF3-7-2010
SALARY GRADE : SG 21 / PHP 67,005.00
VICE : Veridiano, Ofelia A.
STATUS : Permanent
PLACE OF ASSIGNMENT : Sanctuary Center

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Doctor of Medicine
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Physician)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : With Master's Degree
TRAINING : With Relevant Training on Community/Public Health, Occupational Health and Safety; Advanced Principles and Practices of Modern Medicine, Medical Diagnosis and Treatment
EXPERIENCE : At Least 1 Year of Experience on Providing Community/Public Health Service
ELIGIBILITY : RA 1080 (Physician)

JOB SUMMARY

Under the direction of Social Welfare Officer V and Medical Specialist I and substantial latitude for the exercise of independent judgement, engaged in moderately responsible work requiring training and moderate experience or lower training but with considerable experience and very broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Analyzes reports on death incidents from the residential care facilities to check on the completeness of information and whether proper medical interventions and actions have been undertaken by the staff.
2. Accomplishes and updates medical records of staff using the prescribed format which are confidential and may only be accessed by a third party with the content of the staff.
3. Prepares and conducts lectures on health and medical topics and proposes IEC materials to advocate healthy lifestyle and preventive health care to staff and employees.
4. Submits feedback reports and confirmation of agreements during monitoring visits and technical assistance to Centers/Residential Care Facilities in relation to health concerns of the clients.
5. Reviews the clients overall medical history including medications and treatments.
6. Properly define and describe patients' symptoms and problems, clarify and verify diagnoses and help establish realistic and attainable prognosis and care.
7. Prepare and date progress notes at each visit/consultation.

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

EDUCATION (E)	20%
TRAINING (T)	15%
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

**OBTAINED 45 POINTS OR 75% OF THE MAXIMUM TOTAL
SCORE ON ETE.**

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shall proceed to the next recruitment process.*

FINAL SHORTLISTING

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

1 MEDICAL OFFICER III

ITEM NUMBER : OSEC-DSWDB-MDOF3-6-2010
SALARY GRADE : SG 21 / PHP 67,005.00
VICE : Muscat, George O.
STATUS : Permanent
PLACE OF ASSIGNMENT : Golden Reception and Action Center for Elderly and Other Special Cases

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Doctor of Medicine
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Physician)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : With Master's Degree
TRAINING : With relevant training on community/public health, occupational health and safety; training on advanced principles and practices of modern medicine, medical diagnosis and treatment including geriatric
EXPERIENCE : At least one (1) year of experience on providing community/public health service
ELIGIBILITY : RA 1080 (Physician)

JOB SUMMARY

Under the direction of Center Head and Medical Specialist I and substantial latitude for the exercise of independent judgement, engaged in moderately responsible work requiring training and moderate experience or lower training but with considerable experience and very broad knowledge of a special subject matter.

DUTIES AND RESPONSIBILITIES

1. Analyses reports on the residential care facilities to check on the completeness of information and whether proper medical interventions and actions have been undertaken by the staff.
2. Accomplishes and updates medical records of residents and staff using the prescribed format which are confidential and may only be accessed by a third party with the content of the staff.
3. Prepares and conducts lectures on health and medical topics and proposes IEC materials to advocate healthy lifestyle and preventive health care to staff and employees
4. Submits feedback reports and confirmation of agreements during monitoring visits, meetings attended and technical assistance to Centers/ Residential Care Facilities in relation to health concerns of the residents.
5. Reviews the residents overall medical history including medications and treatments
6. Properly define and describe residents /patients symptoms and problems, clarify and verify diagnoses and help establish realistic and attainable prognosis and care.
7. Prepare and date progress notes at each visit/ consultation.

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

EDUCATION (E)	20%
TRAINING (T)	15%
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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SCORE ON ETE.**

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FINAL SHORTLISTING

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

1 SOCIAL WELFARE OFFICER III

ITEM NUMBER : OSEC-DSWDB-SOCWO3-279-2004
SALARY GRADE : SG 18 / PHP 49,015.00
VICE : Farol, Jeremiah Joe F.
STATUS : Permanent
PLACE OF ASSIGNMENT : National Vocational Rehabilitation Center

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor’s Degree in Social Work
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : Two (2) years of relevant experience
ELIGIBILITY : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor of Science in Social Work preferably with Master’s Degree
TRAINING : 120 hours supervisory training and/or 120 hours training on handling persons with disabilities and other vulnerable groups
EXPERIENCE : Has at least one (1) year of work experience in supervising Social Workers & with one (1) year experience in case management
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under general supervision of the Training Center Superintendent II (TCS II) or Center head and with some latitude for the exercise of independent judgment, serves as Officer-In-Charge of the Center or Head of the unit engaged in varied work engaging from routine to very difficult work pertaining to implementation of programs for social protection or performs difficult work requiring training and considerable experience and intimate knowledge on Persons with Disabilities programs and services, center - based services, special projects and livelihood.

DUTIES AND RESPONSIBILITIES

1. Develops and recommends policies and programs.
2. Provides monitoring and technical assistance to the Field Office relative to program implementation and capability building activities.
3. Provides monitoring evaluation, counseling and technical assistance to LGU's, NGO's, PO's and clients.
4. Provides technical assistance to center staff on case management.
5. Executes and implements policies and programs, maintains cooperative and harmonious relationship with other entities and agencies.
6. Supervises social workers, welfare aides and administrative staff in the performance of their duties, assists in the resource generation and utilization.
7. Facilitates allotment and purchase of Social Adjustment Office Supplies.
8. Assigns workloads to ensure equitable and proper distribution to Social Workers and evaluates their performance, models, organizational values, professional work ethic to peers, conduct supervisory conference, (individual, groups, community), reporting and management of office conducts orientation and supervises field placement of social work students for skills development.

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.

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FINAL SHORTLISTING

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

1 NURSE I

ITEM NUMBER : OSEC-DSWDB-NUR1-121-2004
SALARY GRADE : SG 15 / PHP 38,413.00
VICE : Seminiano, Marc Ronald P.
STATUS : Permanent
PLACE OF ASSIGNMENT : Reception and Study Center for Children

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 : With advance training on nursing care with expertise in handling geriatric, pediatric and clients with intellectual disabilities.
EXPERIENCE : At least one (1) year relevant experience in rendering nursing care in centers/residential care facilities
ELIGIBILITY : RA 1080 (Nurse)

JOB SUMMARY

Under the direction of Social Welfare Officer V, Officer-in-Charge 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 to practice preventive measures to attain an optimum level of functioning.
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.
4. Maintains medical supplies inventory by checking the stock to determine availability; anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.5.
5. Ensures efficient and coordinated medical services by coordinating and planning clinic activities; communicates client's needs and makes referrals when necessary. 6.
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 exceeded the expiration date.
7. Provide frequent client evaluation including monitoring vital signs and perform essential procedures during emergency situations.
8. Executes doctor's orders.
9. Prepares and administers medicines and performs treatment to children in the Infirmary and Cottages.
10. Makes major and minor decisions in the absence of the doctor.
11. Supervises nursing attendants during her shift.

12. Sees to it that the children in the Infirmary are properly taken care of.
13. Attends to admission and discharges of children referred to the Infirmary.
14. Documents progress of children during tour of duty.

**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
SHOULD NOT BE LESS THAN 80%.**

1 ADMINISTRATIVE OFFICER III

ITEM NUMBER : OSEC-DSWDB-ADOF3-72-2004
SALARY GRADE : SG 14 / PHP 35,434.00
VICE : Villaseñor, Melba A.
STATUS : Permanent
PLACE OF : Accounting Section
ASSIGNMENT

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 Finance
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : Two (2) years of relevant experience
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

JOB SUMMARY

Under general supervision of Accountant III 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. Shall be responsible with all the transactions of the region related to the liquidation of cash advances and fund transfers.
2. Certifies/ Approves the Journal Entry Vouchers (JEV) of all Liquidation Documents of the Region.
3. Prepares the monthly and quarterly financial reports on Summary of Unliquidated Cash Advances and Fund Transfers of the Region.
4. Prepares other financial reports of of the Region as may be required.
5. Prepares all communications related to Liquidations of Cash Advances and Fund Transfers.
6. Acts as an alternate of the Accountant by order of succession.
7. Performs related task that may be 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)	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.**

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shall proceed to the next recruitment process.*

FINAL SHORTLISTING

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

1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : OSEC-DSWDB-SOCWO2-375-2004
SALARY GRADE : SG 15 / PHP 38,413.00
VICE : Pinto, Angelica M.
STATUS : Permanent
PLACE OF : Nayon ng Kabataan
ASSIGNMENT

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 : Preferably with units in MS in Social Work
TRAINING : 8 hours of training in case management/
counselling/ communication/
facilitation skill
EXPERIENCE : 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; and
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:**

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
SHOULD NOT BE LESS THAN 80%.**

1 SOCIAL WELFARE OFFICER II

ITEM NUMBER : OSEC-DSWDB-SOCWO2-350-2004
SALARY GRADE : SG 15 / PHP 38,413.00
VICE : San Agustin, Jonathan C.
STATUS : Permanent
PLACE OF : Policy and Plans Division
ASSIGNMENT

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 : Four (4) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under general supervision of the Head/Division Chief 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. Assist in the formulation, review, and revision of social welfare policies and programs in line with national and regional priorities.
2. Contribute to the development of strategic and operational plans for social welfare programs, ensuring alignment with DSWD's mission and vision.
3. Facilitate coordination with internal and external stakeholders, including government agencies, NGOs, and community organizations, for the effective implementation of policies and programs.
4. Represent the division in meetings, consultations, and workshops related to policy and program planning.
5. Provide technical assistance and training to staff, LGUs, and other partners on policy and program development processes.
6. Prepare and submit reports on the status of policy and program development activities, including challenges encountered and recommendations for improvement.
7. Ensure that all policy and program development activities comply with existing laws, regulations, and DSWD standards.
8. Perform case management as may be needed.
9. Perform other tasks that may be assigned by the Division Chief.

**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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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
SHOULD NOT BE LESS THAN 80%.**

1 SOCIAL WELFARE OFFICER I

ITEM NUMBER : OSEC-DSWDB-SOCWO1-150-2004
SALARY GRADE : SG 11 / PHP 28,512.00
VICE : Ramirez, Jenny Kim C.
STATUS : Permanent
PLACE OF : Policy and Plans Division
ASSIGNMENT

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor's Degree in Social Work
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Social Worker)

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree in Social Work
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : RA 1080 (Social Worker)

JOB SUMMARY

Under general supervision of the Head/Division Chief 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. Assist in gathering, organizing, and analyzing data relevant to the development and review of social welfare policies and programs.
2. Support the preparation of policy briefs, reports, and other documents by providing necessary background information and research findings.
3. Provide assistance in the development of strategic and operational plans for social welfare programs, ensuring that inputs are based on accurate data and research.
4. Assist in monitoring and documenting the progress of program implementation and identify areas for improvement.
5. Facilitate communication and coordination between the Policy and Plans Division and other divisions, stakeholders, and local government units (LGUs).
6. Assist in organizing meetings, workshops, and consultations related to policy and program planning.
7. Document and disseminate meeting minutes, summaries, and action points to relevant parties.
8. Assist in ensuring that all activities related to policy and program development comply with existing laws, regulations, and DSWD standards.
9. Perform case management as may be needed.
10. Perform other tasks assigned by the Division Chief.

**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.**

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FINAL SHORTLISTING

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

1 ADMINISTRATIVE OFFICER II

ITEM NUMBER : OSEC-DSWDB-ADOF2-89-2015
SALARY GRADE : SG 11 / PHP 28,512.00
VICE : Bumanlag, Milagros U.
STATUS : Permanent
PLACE OF ASSIGNMENT : Budget 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 relevant to the job
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : Two (2) years of relevant experience
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

JOB SUMMARY

Under general supervision of Administrative Officer V and/or Chief Administrative Officer 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. Checks and Process Obligations for different claims;
2. Monitors and control fund allocation vis a vis obligation;
3. Prepares Monthly Status of Fund;
4. Act as OIC and be in-charge of overall supervision of the Budget Section whenever AO V is on leave and/or official business;
5. Certifies Obligation Requests and Status / Budget Utilization Requests and Status;
6. Participates in the planning, monitoring and evaluation of the Division's targets and performance according to agreed indicators and measures;
7. Monitors and evaluates the performance of the personnel;
8. Provides technical and administrative support to identified customers;
9. Prepares and/or reviews various communications and document reports; and
10. Other related tasks that will be designated by 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 ADMINISTRATIVE ASSISTANT II

ITEM NUMBER : OSEC-DSWDB-ADAS2-181-2004
SALARY GRADE : SG 8 / PHP 20,534.00
VICE : Mariano, Abundio Jr. A.
STATUS : Permanent
PLACE OF ASSIGNMENT : Procurement 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 (Sub professional) / First Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor's Degree in Public Office Administration, and/or Business-related courses
TRAINING : With relevant training in procurement and/or admin-related training
EXPERIENCE : At least 1 year experience in procurement and/or admin-related tasks
ELIGIBILITY : Career Service (Sub professional) / First Level Eligibility

JOB SUMMARY

Under general supervision and following detailed rules and procedures, performs the simplest, routine professional work. The Administrative Assistant II requires strong multitasking abilities, excellent communication skills, and the ability to work independently and is responsible for managing various administrative tasks, coordinating office activities, and ensuring the smooth operation of daily functions.

DUTIES AND RESPONSIBILITIES

1. Review and provides Technical Assistance in the preparation of Purchase Request (PR) to designated procurement focal of Divisions/Centers/Residential Care Facilities/Sections/Units (D/C/RCF/S/Us).
2. Prepares/Reviews/Signs of Request for Quotations (RFQ) of the D/C/RCF/S/Us.
3. Facilitate the Canvassing Proper of procurable items under different modes of procurement for D/C/RCF/S/Us.
4. Ensure maintenance and keep records/updates of contact details of all Suppliers/Service Providers/Contractors.
5. Act as point person of the Field Office to the DBM – Procurement Service and perform all procurement related concerns such as, but not limited to, checking availability of the stocks and etc.
6. Assist in the implementation of existing and/or new procurement tools or systems, providing administrative support during the transition.
7. Preparation of reports on procurement activities, including cost-benefit analysis and market survey, supplier performance, and inventory status.
8. Communicate with suppliers and vendors to obtain quotes, clarify specifications, and ensure timely delivery of goods and services.
9. Perform any-related tasks assigned by the immediate supervisor and/or the management.

**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 ADMINISTRATIVE AIDE VI

ITEM NUMBER : OSEC-DSWDB-ADA6-124-2004
SALARY GRADE : SG 6 / PHP 18,255.00
VICE : Matulac, Joy A.
STATUS : Permanent
PLACE OF ASSIGNMENT : Elsie Gaches Village

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
TRAINING : Sixteen (16) hours administrative-related training
EXPERIENCE : One-year administrative-related experience
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

JOB SUMMARY

Under general supervision of the Head Social Worker with some latitude to the Officer In-Charge of the Administrative Service of Elsie Gaches Village and following detailed rules and procedures, performs the simplest, routine professional work.

DUTIES AND RESPONSIBILITIES

1. Acts as the Supply Custodian of the Center (receives, safekeeps, allocates, distributes and keep tracks of inventory of all supplies and materials);
2. Acts as Alternate Records Custodian of the Center;
3. Drafts/prepares generic simple memorandum/official communication;
4. Prepares accomplishment reports;
5. Prepares Project Proposals;
6. Documents/Prepares Minutes of Meetings; and
7. Other tasks that maybe 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	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 ADMINISTRATIVE AIDE IV (CLERK II)

ITEM NUMBER : OSEC-DSWDB-ADA4-637-2004
SALARY GRADE : SG 4 / PHP 16,209.00
VICE : Gabagat, Christalyn Rose G.
STATUS : Permanent
PLACE OF ASSIGNMENT : Reception and Study Center for Children

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Completion of Two (2) Years Studies in College
TRAINING : Eight (8) hours of relevant training
EXPERIENCE : One (1) year of relevant experience
ELIGIBILITY : Career Service (Sub-Professional) / First Level Eligibility

JOB SUMMARY

Act as a clerk of the Center, responsible for the incoming and outgoing documents from the Center Head to the respective staff. Reporting such as Bayanihan Bayan Program, Urgent concerns, ICT management report, utilities monitored, work and financial plan (WFP), Feedback Reports and other related tasks. Officer-in-Charge of the Administrative Service.

DUTIES AND RESPONSIBILITIES

1. Records all incoming and outgoing documents (communications, memos, etc);
2. Photocopying of communications;
3. Log booking of documents;
4. Preparation of DTR every 1st and 16th day of the month;
5. Act as Liaison Officer;
6. Act as Records Management Officer;
7. Submit ICT Services and Management Reports;
8. Submit quarterly reports of utilities monitored;
9. Consolidate reports per RMDC directives;
10. Consolidate PPMP from all units of the center; and
11. Do other related tasks.

**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 HOUSEPARENT I

ITEM NUMBER : OSEC-DSWDB-HP1-498-2004
SALARY GRADE : SG 4 / PHP 16,209.00
VICE : Gonzales, Josephine J.
STATUS : Permanent
PLACE OF ASSIGNMENT : Reception and Study Center for Children

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : High School Graduate
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : None Required

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : With vocational course in caregiving or NC II recipient, housekeeping or other related vocational course
TRAINING : Preferably with NC II I housekeeping and other relevant caregiving/housekeeping training
EXPERIENCE : At least 1 year experience along provision of homelife service/repairs and maintenance
ELIGIBILITY : None Required

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Provides direct care and supervision to the children on care and custody.
2. Ensure provision and the consumption of daily meals for each child as planned/set by the Nutritionist-Dietitian towards a nutritionally healthy life.
3. Administer medication to children, in accordance with specific instruction provided by the Medical Officer and or Nurse on Duty.
4. Accord children with life skills and developmentally appropriate activities beneficial to their growth and development such as but not limited to artworks, writing, reading storytelling, educational TV/video viewing etc.
5. Safety accompany and assist children in participating activities extended by other partners conducting outreach inside and outside our premises.
6. Undertake cottage management and performs general household duties including cleaning, laundry, in order to maintain the cleanliness and orderliness of the home.
7. Observes and document the performed/demonstrated both verbal and non-verbal behaviors of children and submit necessary required reports.
8. Reports in writing any significant behavioral patterns of clients to the Supervising Houseparent as reference of the rehabilitation team for further behavioral management (e.g. incident, progress and behavioral report).
9. Request for and be responsible as a steward of resources through ensuring equal distribution and monitoring of the children's personal things and efficient consumption of home supplies and materials in maintaining and up keeping the home.
10. Act as hospital watcher and escort when necessary.
11. Perform other related task.

**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 **September 15, 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.