



VACANCIES AS OF  
**NOV 18, 2024**  
(CONTRACTUAL POSITIONS)



#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo

## **2 PROJECT DEVELOPMENT OFFICER I (ASSISTANT MONITORING AND EVALUATION OFFICER)**

**ITEM NUMBER** : FONCR-PCONTRACTUAL-PDO1-000079  
FONCR-PCONTRACTUAL-PDO1-000084

**SALARY GRADE** : SG 11 / PHP 28,512.00

**VICE** : HERMOSO, ALDRIN JOSHUA G.  
COTONER, MARIETTA N.

**PLACE OF ASSIGNMENT** : Pantawid Pamilyang Pilipino Program – NCR  
Operations Office 3 (North Caloocan, South  
Caloocan and Valenzuela)  
Operations Office 4 (Quezon City District 2,3,  
and 4)

### **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 or RA 1080

### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

**EDUCATION** : Bachelor's Degree in Social Work,  
Community Development or its equivalent

**TRAINING** : Four (4) hours of relevant training

**EXPERIENCE** : 1 year of relevant experience in Data  
Management

**ELIGIBILITY** : Career Service (Professional) Second Level  
Eligibility or RA 1080

## **JOB SUMMARY**

Under the general supervision of Social Welfare Officer IV and Social Welfare 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**

- Consolidates and prepares Quarterly, Semestral and Annual Provincial Accomplishment Report
- Prepares draft Regional Annual Thrusts and Priorities based on the National thrust and Priorities
- Provides technical support in the preparation of the Regional Work and Financial Plan
- Provides technical support in the implementation/conduct of Spot Checks, Impact Evaluation and other research activities
- Renders technical assistance to provincial M&E Officers relative to preparation of technical reports
- Conduct field monitoring as required by the Regional Director
- Submits periodic and special reports as needed
- Recommends policies and/or strategies pertaining to planning, monitoring and evaluation, and research as needed
- Assist in the conduct of Regional PREW
- Focal person in updating and maintaining the Regional Internal Monitoring System
- Accomplish performance commitment and appraisal
- 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%
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.*

## **5 ADMINISTRATIVE ASSISTANT III (MUNICIPAL ROVING BOOKKEEPER)**

**ITEM NUMBER** : FONCR-PCONTRACTUAL-ADAS3-000384  
FONCR-PCONTRACTUAL-ADAS3-000367  
FONCR-PCONTRACTUAL-ADAS3-000371  
FONCR-PCONTRACTUAL-ADAS3-000047  
FONCR-PCONTRACTUAL-ADAS3-000369

**SALARY GRADE** : SG 9 / PHP 22,219.00

**VICE** : MACUL, CHERYLYN  
GARCIA JR., JORGE T.  
PELIÑO, MELANIE C.  
EUSEBIO, SHYRELL  
LORICA, GIRLIE

**PLACE OF ASSIGNMENT** : Pantawid Pamilyang Pilipino Program (NCR)  
Regional Program Management office  
Operations Offices 3 ( North Caloocan, South Caloocan and Valenzuela)  
Operations Offices 5 (Quezon City Districts 1, 5 & 6)

### **CSC – PRESCRIBED QUALIFICATION STANDARD**

**EDUCATION** : Completion of Two (2) years in College

**TRAINING** : Four (4) hours of relevant training

**EXPERIENCE** : One (1) year of relevant experience

**ELIGIBILITY** : CS Sub-Professional/ First Level Eligibility

### **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

**EDUCATION** : Completion of Two (2) years in College preferably in Accounting, Accounting Technology or its equivalent

**TRAINING** : Four (4) hours of relevant training



- EXPERIENCE** : One (1) year of relevant experience
- ELIGIBILITY** : CS Sub-Professional/ First Level Eligibility

## **JOB SUMMARY**

Under general supervision of the Social Welfare Officer III/ Social Welfare officer IV of their corresponding operations office with some latitude for the exercise of independent judgment, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

## **DUTIES AND RESPONSIBILITIES**

- Coordinate with the FO Focal Person on the schedule of the OTC payments
- Gather the controlled Order of the Payment and Acknowledgement Receipt (OP/AR) of the beneficiaries that are scheduled for OTC Payment for the week prepare for actual OTC payments
- Witness the actual OTC payments made by LBP servicing branch to each of the beneficiaries
- Ensure the true identification of the beneficiaries receiving OTC payments
- Ensure that the beneficiaries are able to sign the AR as proof of receipt of grant
- Sign the AR as witness during OTC payment
- Provide the FA with summary of AR signed by the beneficiaries receiving OTC payments for the day

- Encode the unsigned AR or unclaimed grants in the MRBUI
- Follow up the transmittal by the LBP servicing branch of the paid OP/AR to the FO
- Assist the FA in the preparation of the SOE
- Check the accuracy of the ID numbers of beneficiaries provided for payroll preparation
- Monitor and report issues to RPMO, if any, as regards receipt/non-receipt of grants by the beneficiaries
- On a random basis, validate the accuracy of the CVs encoded by the Regional IT Officer as basis for the preparation of payroll by the NPMO as against the filled up hard copies of the Compliance Verification forms from the LGUs
- Facilitates administrative tasks
- Draft letters/answers to queries
- Perform other related tasks that may be assigned by the SWO III or Area Coordinator/SWO IV.

## 34 SOCIAL WELFARE ASSISTANT

<b>ITEM NUMBER</b>	:	FONCR-PCONTRACTUAL-SOCWAS-000415 FONCR-PCONTRACTUAL-SOCWAS-000742 FONCR-PCONTRACTUAL-SOCWAS-000690 FONCR-PCONTRACTUAL-SOCWAS-000746 FONCR-PCONTRACTUAL-SOCWAS-000733 FONCR-PCONTRACTUAL-SOCWAS-000321 FONCR-PCONTRACTUAL-SOCWAS-000708 FONCR-PCONTRACTUAL-SOCWAS-000714 FONCR-PCONTRACTUAL-SOCWAS-000318 FONCR-PCONTRACTUAL-SOCWAS-000725 FONCR-PCONTRACTUAL-SOCWAS-000672 FONCR-PCONTRACTUAL-SOCWAS-000338 FONCR-PCONTRACTUAL-SOCWAS-000720 FONCR-PCONTRACTUAL-SOCWAS-000313 FONCR-PCONTRACTUAL-SOCWAS-000314 FONCR-PCONTRACTUAL-SOCWAS-000333 FONCR-PCONTRACTUAL-SOCWAS-000332 FONCR-PCONTRACTUAL-SOCWAS-000721 FONCR-PCONTRACTUAL-SOCWAS-000689 FONCR-PCONTRACTUAL-SOCWAS-000303 FONCR-PCONTRACTUAL-SOCWAS-000747 FONCR-PCONTRACTUAL-SOCWAS-000727 FONCR-PCONTRACTUAL-SOCWAS-000763 FONCR-PCONTRACTUAL-SOCWAS-000665 FONCR-PCONTRACTUAL-SOCWAS-000302 FONCR-PCONTRACTUAL-SOCWAS-000652 FONCR-PCONTRACTUAL-SOCWAS-000730 FONCR-PCONTRACTUAL-SOCWAS-000761 FONCR-PCONTRACTUAL-SOCWAS-000736 FONCR-PCONTRACTUAL-SOCWAS-000723 FONCR-PCONTRACTUAL-SOCWAS-000336 FONCR-PCONTRACTUAL-SOCWAS-000323 FONCR-PCONTRACTUAL-SOCWAS-000684
<b>SALARY GRADE</b>	:	SG 8 / PHP 20,534.00
<b>VICE</b>	:	URETA, MARVIN G. SAGGE, RECHEL V.



PEÑAFLOR, MARICRIS D.  
ARUTA, RITCHEL D.  
RAMOS, MINERVA B.  
GARINGAN, EMELIANO  
QUINTOS, MICHAEL C.  
MAHILAC, JOSE C.  
DE JUAN, JURENA E.  
POLON, ROVIL S.  
AGUELO, APRIL R.  
GUZMAN, JIENALYN C.  
NACIONALES, ROWENA L.  
ENANO, GIOVANNI B.  
SEMILLANO, JUNALYN I.  
MAPUE, SHERYL B  
COPINO, CATHERINE A.  
SAQUING, ROSE ANN M.  
LOYOLA, MARIA JUDITH O.  
MODANZA, BEBERLY S.  
JACLA JR., CONSTANCIO P.  
CO, PATTY ANNE  
RODELIS, RENALUZ L.  
MERCADO, JUDITH P.  
PALACIO, JEAN F.  
FORTES, MARY JANE R.  
BULOSAN, MARY ANN U.  
MASAMONG, MARY JANE B.  
BAÑAS, DISHEL M.  
JOCSON, REMEDIOS B.  
BADAYOS, JHOEYYEN  
DOMASIAN, JOHN AIRA  
CERENO, JENNIFER C.  
EDOSMA, JENNIFER C.

**STATUS** : CONTRACTUAL  
**PLACE OF ASSIGNMENT** : Pantawid Pamilyang Pilipino Program (NCR)  
Operations Offices 2 (Manila Districts 2,4,5 and 6)  
Operations Offices 3 (North Caloocan , South Caloocan and Valenzuela)

Operations Offices 4 (Quezon City Districts 2, 3 and 4)

Operations Offices 5 (Quezon City Districts 1, 5 and 6)

Operations Offices 6 (Malabon and Navotas)

Operations Offices 7 (Pasig, Marikina, and Mandaluyong)

Operations Offices 8 (Las Piñas, Parañaque, and Muntinlupa)

Operations Offices 9 (Makati, Pasay, Pateros, Taguig, and San Juan)

## **CSC – PRESCRIBED QUALIFICATION STANDARD**

<b>EDUCATION</b>	:	Completion of Two (2) years in College
<b>TRAINING</b>	:	Four (4) hours of relevant training
<b>EXPERIENCE</b>	:	One (1) year of relevant experience
<b>ELIGIBILITY</b>	:	CS Sub-Professional/ First Level Eligibility

## **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

<b>EDUCATION</b>	:	Completion of Two (2) years in College preferably in Social Work, Community Development or its equivalent.
<b>TRAINING</b>	:	Four (4) hours of relevant training
<b>EXPERIENCE</b>	:	One (1) year of relevant experience
<b>ELIGIBILITY</b>	:	None Required

## **JOB SUMMARY**

Under general supervision of the Social Welfare Officer III/ Social Welfare officer IV of their corresponding operations office with some latitude for the exercise of independent judgment, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

## **DUTIES AND RESPONSIBILITIES**

- Facilitate distribution and retrieval of compliance verification forms
- Prepare summary of CVS forms distributed and retrieved and taken note of issues and concerns on meeting the CVS distribution and retrieval and submission to C/ML for appropriate action
- Facilitate coordination with schools and health centers relative to CVS monitoring and retrieval
- Collate submitted updates forms in terms of complete attachment of documents/requirements
- Collate submitted GRS forms
- Assist the Municipal Link in her/his workload and management of cases e.g. referrals and coordination in the appraisal
- Performs 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)	5%
SPECIAL / TECHNICAL EXAM	15%
PANEL INTERVIEW	15%
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 SOCIAL WELFARE OFFICER IV

**ITEM NUMBER** : FONCR-PCONTRACTUAL-SOCW04-000057  
**SALARY GRADE** : SG 22 / PHP 74,836.00  
**VICE** : MORTA-YU, GLYNICE N.  
**PLACE OF ASSIGNMENT** : Pantawid Pamilyang Pilipino Program - NCR

### CSC – PRESCRIBED QUALIFICATION STANDARD

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

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

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

### JOB SUMMARY

Responsible for managing the overall operations and administrative of provincial clusters and ensuring implementation of activities as scheduled based on the approved Work and Financial Plan. Supervise and monitor systems and processes for Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the Municipal level in accordance with approved work and financial plan and standard procedures of the program.



## **DUTIES AND RESPONSIBILITIES**

1. Prepare WFP per set timeline for regional review and approval;
2. Ensure implementation of activities based on WFP guidelines and advisories through provision of Technical Assistance and Supervision to Cluster Operation staffs through consultation meetings and spot checks;
3. Monitor and ensure the functionality of the Local Advisory Council particularly on timely response including: but not limited to NPMO and RPMO document and requirement and other key systems;
4. Respond to urgent needs and other deliverables requested by the Program components not specified in other KRAs.
5. Submit analysis of the following reports such as but not limited to Administrative and Operational Reports to the Regional Program Management Office (RPMO).

-Leave Inventory

-Load Allowance

-Staff Directory and Complement

-Grievance Report

-ICT Equipment

-Stakeholder Report (NGA,LGU,CSO)

-Case Management Reports

-Monitoring and Evaluation Reports

-BDM Report

-CVS Report

6. Strengthen the advocacy and convergence thrusts including tapping and mobilization of community resources: including but not limited to (NGA, LGU, CSO, PS)
7. Establish close coordination with Key Partner Agencies and other Stakeholders on meeting the Supply-Side requirements;
8. Ensure a responsive organizational structure and periodical Performance Evaluation of the Cluster Operations Office;
9. Perform administrative functions and other tasks/duties as may be assigned by RPC/RD/NPMO; and
10. Analysis of full system data.

**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 48 POINTS OR 80% OF THE MAXIMUM TOTAL SCORE ON ETE.**

*Only those who obtained the 48 points or 80% 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 INFORMATION OFFICER II

**ITEM NUMBER** : FONCR-PCONTRACTUAL-IO2-000006  
**SALARY GRADE** : SG 15 / PHP 38,413.00  
**VICE** : NON, JOHN MARLON,  
**PLACE OF ASSIGNMENT** : DSWD FIELD OFFICE-NCR

### 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 or RA 1080

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**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 or RA 1080

### JOB SUMMARY

Under the Social Marketing, Communications and Advocacy thrusts, the Information Officer II is expected to plan, build and manage campaigns and day-to-day social marketing activities for the program, and to ensure the messages reach the target audience.

The Information Officer II under the 4Ps Regional Program Management Office is expected to coordinate with the DSWD Central

Office, DSWD Regional Office and 4Ps Operations Offices in Metro Manila in implementing the regional communication plan in the region.

## **DUTIES AND RESPONSIBILITIES**

1. Formulate and implement the annual regional communication plan.
2. Document success stories of household beneficiaries and key stakeholders.
3. Facilitate and document the conduct of regional advocacy events and activities.
4. Coordinate and facilitate media guesting, interviews, media tours, and press conferences.
5. Act as a resource person on media guests, interviews, and similar activities.
6. Facilitate and manage branding guidelines.
7. Prepare press kits, press releases, briefer, fact sheets, and other forms of information materials.
8. Conceptualized and enhancement of Information, Education and Communication (IEC) materials for dissemination to different target audiences, knowledge management initiatives and posting to DSWD NCR Official Facebook page and website.
9. Conceptualization and implementation of the project proposal (end-to-end project management)
10. Monitor the distribution and posting of IEC and advocacy materials in the National Capital Region (NCR).



11. Provide technical assistance in the advocacy and social marketing discipline.
12. Prepare accomplishment reports for submission to SMO, RPMO and NPMO.
13. Provide technical support to the Pantawid Pamilyang Pilipino Program – Regional Program Management Office activities,
14. Create and modify IEC materials cascaded from the National Program Management Office down to each Operations Office of the NCR.
15. Perform other related tasks to the Advocacy of the 4Ps.

## 9 PROJECT DEVELOPMENT OFFICER II (CITY LINK)

**ITEM NUMBER** : FONCR-PCONTRACTUAL-PDO2-000563  
FONCR-PCONTRACTUAL-PDO2-000451  
FONCR-PCONTRACTUAL-PDO2-000428  
FONCR-PCONTRACTUAL-PDO2-000566  
FONCR-CONTRACTUAL-PDO2-2405273  
FONCR-CONTRACTUAL-PDO2-2405290  
FONCR-CONTRACTUAL-PDO2-2405184  
FONCR-CONTRACTUAL-PDO2-2405237  
FONCR-PCONTRACTUAL-PDO2-000190

**SALARY GRADE** : SG 15 / PHP 38,413.00

**VICE** : MACEDA, RACHEL D.  
BAUTRO, JEMEEL  
AGARRO, JOYSTAR O.  
DELIMA, MARIA JULIE ANN B.  
ALCANTARA, MARY JEAN D.  
FLOR, REYMARCK R.  
NEWLY CREATED POSITION MARCH 4, 2024  
NEWLY CREATED POSITION MARCH 4, 2024  
NEWLY CREATED POSITION MARCH 4, 2024

**STATUS** : CONTRACTUAL

**PLACE OF ASSIGNMENT** : Pantawid Pamilyang Pilipino Program (NCR)  
Operations Offices 1 (Manila Districts 1 and 3)  
Operations Offices 6 (Malabon and Navotas)  
Operations Offices 8 (Las Piñas, Parañaque, and Muntinlupa)  
Operations Offices 9 (Makati, Pasay, Pateros, Taguig, and San Juan)

## **CSC – PRESCRIBED QUALIFICATION STANDARD**

<b>EDUCATION</b>	:	Bachelor’s degree relevant to the job
<b>TRAINING</b>	:	Four (4) hours of relevant training
<b>EXPERIENCE</b>	:	One (1) year of relevant experience
<b>ELIGIBILITY</b>	:	Career Service (Professional) Second Level Eligibility or RA 1080

## **PREFERRED QUALIFICATIONS (COMPETENCY-BASED)**

<b>EDUCATION</b>	:	Bachelor’s Degree preferably in Social Work, Social Sciences, Community Development or it’s equivalent
<b>TRAINING</b>	:	At least 24 hours training in planning and organizing, frontline service
<b>EXPERIENCE</b>	:	At least 2 years’ experience in community organizing, case management, support to an organization or major/complex project
<b>ELIGIBILITY</b>	:	Career Service (Professional) Second Level Eligibility or RA 1080

## **JOB SUMMARY**

Administers the systems and processes for the Pantawid Pamilyang Pilipino Program in coordination with all stakeholders (partners and beneficiaries), ensuring that all units are organized and all systems are functioning at the municipal level in accordance procedures of the program.

## **DUTIES AND RESPONSIBILITIES**

1. Maintain and monitor City/Municipal Caseload as follows:
  - Total registration and enrollment – Ids, Oath of Commitment & LBP forms
  - No. HHs with Cash Cards
  - Updated list of Schools – day care center, pre-school, elementary and high school
  - Updated list of health centers and health stations
  - No. of Parent Leaders
  - No. of HHs provided with other support programs and services
  - No. of HH subjected to case management intervention
  - No. of HHs administered with SWDI
  - No. of HHs for graduation
  - No. of organized Parent Groups
  - No. of households for waive, delisting, and/or graduation
2. Facilitate conduct of community development activities in coordination with the Municipal Social Welfare Development Office and other stakeholders.
3. Facilitate, review, and monitor submission of complaints and grievances through the LGU Links and parent leaders and other members of the community.
4. Prepare Supply Side Assessment results to LGU and partners.
5. Serve as secretariat to the Municipal Advisory Committee.
6. Prepare and submits reports.

7. Prepare case summary reports of households with dysfunctional families and/or whose HH members are in difficult circumstances and other Pantawid Admin and system related reports and submit to SWO III for review, inputs, and Technical Assistance.
8. Conduct of SWDI Enumeration/validation as assigned by the intermediate supervisor in a year.
9. Conducts interviews, home visits, field visitation, counseling, and case management of the beneficiaries of the program (from the duties of SWO III).
10. Perform other related tasks that may be assigned related to the program.



**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%.**

Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to 4Ps - NCR Human Resource Performance Management Unit at Room 523 of 3894 J and T Building Magsaysay Blvd, Santa Mesa, Manila on or before **NOVEMBER 28** not later than 5:00 PM:

1. Application letter addressed to **ATTY. MICHAEL JOSEPH J. LORICO**, Regional Director, Field Office NCR (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](http://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.*