



VACANCIES AS OF
NOVEMBER 12, 2024
(PERMANENT POSITIONS)



1 MANPOWER DEVELOPMENT OFFICER I

ITEM NUMBER : OSEC-DSWDB-MDO1-125-2004
SALARY GRADE : SG 11 / PHP 28,512.00
VICE : Fuentes, Arceleine D.
STATUS : Permanent
PLACE OF ASSIGNMENT : Sanctuary Center

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Bachelor’s Degree
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Bachelor of Science in Psychology /
Business/ Community Development/
Social Work
TRAINING : With background training in financial
management
EXPERIENCE : With background on creation of
training programs and training
supervision
ELIGIBILITY : Career Service (Professional) /
Second Level Eligibility

JOB SUMMARY

Under general supervision of the Center Head 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. Conduct intake interview to residents who are referred for training;
2. Act as member of the Rehabilitation Team;
3. Assess and recommend clients for training based on physical ability, mental ability and interest from existing and factual data from allied services;
4. Focus its services towards increase production and self-help of residents under our care;
5. Supervises programs related to the rehabilitation and development of clients sheltered in the center or other programs compliant to DSWD;
6. Formulates policies applicable to the programs of the Service and services of the center;
7. Formulate intervention plan for residents;
8. Provide guidance and counseling services relative before and during the course of training implementation;
9. Monitor and supervise conduct of training to residents;
10. Prepare residents for independent living through provision of financial management and skills enhancement training;
11. To function as Acting Officer of the Day (AOD); and
12. Perform other related task as may be 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 LEGAL ASSISTANT II

ITEM NUMBER : OSEC-DSWDB-LEA2-25-2021
SALARY GRADE : SG 12 / PHP 30,705.00
VICE : Zamora, King S.
STATUS : Permanent
PLACE OF ASSIGNMENT : Office of the Regional Director

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
TRAINING : Four (4) hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure
EXPERIENCE : None Required
ELIGIBILITY : Career Service (Professional) / Second Level Eligibility

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
TRAINING : Eight (8) hours of training relevant to legal work such as legal ethics, legal research and writing or legal procedure
EXPERIENCE : At least six (6) months of relevant experience
ELIGIBILITY : Career Service (Professional) / Second Level Eligibility

JOB SUMMARY

Under the direct supervision of Attorney III of the DSWD Field Office Legal Section. Performs varied relatively difficult legal work and support case preparation by preparing case summaries and materials.

DUTIES AND RESPONSIBILITIES

1. Performs varied relatively difficult legal work;
2. Supports case preparation by preparing case summaries and materials;
3. Research on laws, issuances, jurisprudence, rules and regulations;
4. Take action and / or prepare responses to queries and act on routine and simple legal issues;
5. Draft basic legal documents and instruments such as contracts, deeds, memoranda, correspondences and affidavits;
6. Communicate and coordinate correspondences with various officials and offices;
7. Records keeping and management;
8. From time to time, the Regional Director may assign other related tasks and responsibilities; and
9. Perform other related tasks as assigned by the Division Chief 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.**

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FINAL SHORTLISTING

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

1 FOOD SERVICE SUPERVISOR II

ITEM NUMBER : OSEC-DSWDB-FOSS2-62-2004
SALARY GRADE : SG 11 / PHP 28,512.00
VICE : Saldaña, Delilah S.
STATUS : Permanent
PLACE OF ASSIGNMENT : Elsie Gaches Village

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 in Nutrition,
Dietetics, or Community Nutrition
TRAINING : Completion of training course along
food service management and public
nutrition services
EXPERIENCE : At least with 1 year experience along
public/community health service
ELIGIBILITY : RA 1080 (Nutritionist Dietitian)

JOB SUMMARY

Under general supervision of Social Welfare Officer V 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 distribution of meals to clients and observes recommended dietary and nutrients schedules.
2. Provides guidance on the development of healthy eating habits to ensure that dietary requirements of the clients are met.
3. Estimates and prepares documents for purchases of food supplies and equipment, (proposals, purchase orders, purchase requests); receiving, checking and taking inventories of food supplies.
4. Prepares daily meal patterns that combines food habits with remedial needs of clients and keeps responses and progress to new diets.
5. Promotes better nutrition by educating clients and staff about diet, nutrition, and the relationship between good eating habits and preventing or managing specific diseases through conduct of technical learning sessions and/or distribution of IEC materials.
6. Leads nutrition related activities to encourage prevention and health promotion in RCFs.
7. Inspects kitchen and dining areas and kitchen utensils and equipment to ensure sanitary standards are met.

**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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FINAL SHORTLISTING

**TOP 5 RANKING CANDIDATES BUT OVERALL RATING
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1 ADMINISTRATIVE AIDE IV (CLERK II)

ITEM NUMBER : OSEC-DSWDB-ADA4-638-2004
SALARY GRADE : SG 4 / PHP 16,209.00
VICE : Hariramani, Rowena L.
STATUS : Permanent
PLACE OF : Accounting Section
ASSIGNMENT

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

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. Records and endorse incoming communications, letters, and the likes;
2. Write and distribute email, correspondence memo, letters, and the likes;
3. Sort, arrange, scan and file all documents received such as circulars, memorandum, and other related documents; and
4. Attend to queries related to accounting transactions.

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 ADMINISTRATIVE AIDE IV (CLERK II)

ITEM NUMBER : OSEC-DSWDB-ADA4-652-2004
SALARY GRADE : SG 4 / PHP 16,209.00
VICE : Tuazon, Roslyn Ruth I.
STATUS : Permanent
PLACE OF ASSIGNMENT : Personnel Administration Section

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 in Office Administration, Computer Science, Management, Social Science, and other related fields
TRAINING : At Least 4 Hours Of Relevant Training in Records Management, Data Management, and/or Office Productivity
EXPERIENCE : At least 1 Year of Work Experience in Records Management, Data Management, Office Productivity Tools and Liaising Activities with GSIS, HMDF, Ombudsman, CSC, Central Office, LandBank, PhilHealth
ELIGIBILITY : Career Service (Subprofessional) / First Level Eligibility

JOB SUMMARY

Under the general supervision of the Head of the section, the Administrative Aide IV shall perform administrative support and clerical functions and does other related tasks as needed.

DUTIES AND RESPONSIBILITIES

1. Prepare listing and voucher of Philhealth, GSIS Contribution and Loans, HMDF, Contribution and Loans, MBA Contribution and Loans, SWEAP, Landbank Loan & WEMPC of Permanent and Contractual Staff (Field Office and Centers);
2. Act as Alternate Focal of Anti-Red Tape Unit. Prepare monthly submission of Client Satisfaction Measurement Report to FO-ARTU, and revision of Citizen's Charter;
3. Act as Alternate Focal of IDCB. Assist with the preparation of required monthly reports for submission as per the prescribed timeline;
4. Act as alternate in liaising activities to GSIS, HMDF, Ombudsman, CSC, Central Office, Landbank, PhilHealth, and other GOs, NGO, and Private offices when needed;
5. Preparation of Quarterly Accomplishment Report, Individual Performance Contract (IPC), and Individual Performance Contract Review (IPCR);
6. Provide administrative support by receiving, making calls and attending to clients as needed;
7. Drafts/prepares generic simple memorandum/official communication for the department;
8. Acts as support staff during trainings and conduct administrative/HR initiated activities; and
9. Perform 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 ADMINISTRATIVE AIDE IV (CLERK II)

ITEM NUMBER : OSEC-DSWDB-ADA4-633-2004
SALARY GRADE : SG 4 / PHP 16,209.00
VICE : Barboza, Rostom D.
STATUS : Permanent
PLACE OF ASSIGNMENT : General Services Section

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

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

Responsible for systematic dispatching of FO NCR fleet (All Motor Vehicle):

1. Receive, coordinate, and schedule request for motor vehicle.
2. Monitor units throughout the day via call/chats.
3. Ensure compliance with DSWD ISO Standard Operating procedures for the use and monitoring of vehicles and maintain copy of request

- for motor vehicle, trip tickets, BLOW BAGETS, and Client Satisfaction Measurement Report.
4. Coordinate with Mechanics for regular maintenance and repair for potential breakdowns.
 5. Maintain Data bank on the status of vehicles.
 6. Insure all motor vehicle are registered with complete insurance.
 7. Does other related tsk that may be assigned from time to time.

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 HOUSEPARENT II

ITEM NUMBER : OSEC-DSWDB-HP2-260-2004
SALARY GRADE : SG 6 / PHP 18,255.00
VICE : Paculan, Honey Clairol M.
STATUS : Permanent
PLACE OF ASSIGNMENT : Marillac Hills

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : High School Graduate
TRAINING : At least 8 hours of training in housekeeping and caregiving courses
EXPERIENCE : At least 2 years' experience in the provision of homelife service
ELIGIBILITY : None Required

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Acts as Officer-In-Charge in supervising the homelife staff in the absence of the head Houseparent to ensure continuous monitoring of operation along homelife service.
2. Observe and report any significant behavioral patterns of clients to the supervising Houseparent as a reference of the rehabilitation team (e.g. incident, progress, and behavioral report)
3. Administer medication to clients, in accordance with specific instructions provided by the Medical Officer.
4. Prepare prescribed food such as for clients by following the instructions of the Nutritionist Dietician appropriately.
5. Leads educational activities such as reading, writing, and participation in extracurricular activities in a bid to develop the client's interest as part of the learning process.
6. Provides direct care and supervision to able-bodied clients in the residential care facilities in performing daily cottage activities.
7. Manages distribution of resources of the cottage to ensure proper and efficient consumption.
8. Undertakes general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage.
9. Acts as watcher in the hospital and executive-on-duty when necessary.

**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%.**

1 COOK II

ITEM NUMBER : OSEC-DSWDB-COK2-107-2004
SALARY GRADE : SG 5 / PHP 17,205.00
VICE : Quizo, Elvin E.
STATUS : Permanent
PLACE OF ASSIGNMENT : Nayon ng Kabataan

CSC – PRESCRIBED QUALIFICATION STANDARD

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

PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

EDUCATION : Elementary School Graduate
TRAINING : With National Certificate II in Cooking
EXPERIENCE : None Required
ELIGIBILITY : None Required

JOB SUMMARY

Under general supervision of Social Welfare Officer V and Nutritionist Dietician I and III and with some latitude for the exercise of independent judgment, performs menu planning, purchasing of supplies and daily preparation of nutritious meals and snacks served to the clients in the Center. Works in consultation with Nutritionist Dieticians to ensure the smooth operation of the kitchen and its coordination with the other programs of the Center.

DUTIES AND RESPONSIBILITIES

1. Conduct housekeeping tasks necessary to maintain the kitchen in an organized, clean, safe and hygienic condition at all times.
2. Plans meal menu in accordance to the recommendation of Nutritionist Dietician.
3. Conducts regular inventory of kitchen equipment and supplies.
4. Inspects food supplies delivered in the center to ensure best quality of products like size and quality of fish, freshness of meat and the like.
5. Establishes and maintains communication and consultation with clients and other services regarding the clients' dietary restrictions, allergies etc.

**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.**

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FINAL SHORTLISTING

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

2 HOUSEPARENT I

ITEM NUMBER : OSEC-DSWDB-HP1-504-2004
OSEC-DSWDB-HP1-503-2004
SALARY GRADE : SG 4 / PHP 16,209.00
VICE : Cantor, Myra R.
Martinez, Angelvi M.
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, housekeeping or other related vocational courses
TRAINING : Preferably with NC II in Housekeeping
EXPERIENCE : At least 1 year experience along provision of homelife service/caregiving/housekeeping
ELIGIBILITY : None Required

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

10. Acts as Officer-In-Charge in supervising the homelife staff in the absence of the head Houseparent to ensure continuous monitoring of operation along homelife service.
11. Observe and report any significant behavioral patterns of clients to the supervising Houseparent as a reference of the rehabilitation team (e.g. incident, progress, and behavioral report)
12. Administer medication to clients, in accordance with specific instructions provided by the Medical Officer.
13. Prepare prescribed food such as for clients by following the instructions of the Nutritionist Dietician appropriately.
14. Leads educational activities such as reading, writing, and participation in extracurricular activities in a bid to develop the client's interest as part of the learning process.
15. Provides direct care and supervision to able-bodied clients in the residential care facilities in performing daily cottage activities.
16. Manages distribution of resources of the cottage to ensure proper and efficient consumption.
17. Undertakes general household duties, including cleaning and laundry, in order to maintain the cleanliness and orderliness of the cottage.
18. Acts as watcher in the hospital and executive-on-duty when necessary.

**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.**

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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 ADMINISTRATIVE AIDE IV (DRIVER II)

ITEM NUMBER : OSEC-DSWDB-ADA4-626-2004
SALARY GRADE : SG 4 / PHP 16,209.00
VICE : Reyes, Rodrigo A.
STATUS : Permanent
PLACE OF ASSIGNMENT : Nayon ng Kabataan

CSC – PRESCRIBED QUALIFICATION STANDARD

EDUCATION : Elementary School Graduate
TRAINING : None Required
EXPERIENCE : None Required
ELIGIBILITY : Driver's License (Professional)

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

1. Under immediate supervision, operates assigned motor vehicle of the center, attends to minor repairs and engine trouble shooting.
2. Conducts residents, officials and employees to and from destination
3. Cleans and maintains assigned vehicle
4. Check-up vehicle before each trip to ensure safety
5. Accomplishes/submits tickets/reports
6. Acts as courier of official documents whenever requested.

7. Submit vehicles for registration and insurance payments.
8. Ensure maintenance for car washing, change oiling, minor and major repair works, electrical and other machine requirements.
9. Submit reports on Movement of Vehicles, Garage Reports and gasoline expenditures.
10. Return the vehicle safe and protected in the center.
11. Performs other related functions.

**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

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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%.**

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 22, 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.