



**VACANCIES AS OF  
FEBRUARY 25, 2025  
(CONTRACT OF SERVICE POSITION)**



**#BawatBuhayMahalagaSaDSWD #MayPusoAtRamdamAngSerbisyo**



**inquiry@dswd.gov.ph.**



**ncr.dswd.gov.ph**



**dswdfoncr**

## 1 SOCIAL WELFARE OFFICER II

**ITEM NUMBER** : FONCR-COS-SOCW02-2405036  
**SALARY GRADE** : SG 15/ ₱ 36,619.00  
**VICE** : Newly Created Position  
**STATUS** : Contract of Service  
**PLACE OF** : Sanctuary Center  
**ASSIGNMENT** : *(Welfareville Compound, Brgy. Addition Hills, Mandaluyong City)*

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Bachelor's Degree in Social Work  
**TRAINING** : Four (4) hours relevant training  
**EXPERIENCE** : One (1) year relevant experience  
**ELIGIBILITY** : RA 1080 (Social Worker)

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : Preferably with MS in Social Work  
**TRAINING** : 8 hours training on Case Management, Counseling, and Project Management  
**EXPERIENCE** : Has at least 2 year experience in handling Case Management and 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 residents as part of the protocol;
2. Orients residents on house rules, regulations, introduces residents to other residents, social workers and other staff;
3. Undertakes in-depth data gathering through interviews with residents and his/ her relatives to identify problem and appropriate intervention strategies for the residents and formulates treatment plan for the residents 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 Prepares and submit case load inventory and calendar of activities;
5. Maintains files, social case study reports and databank of residents served;
6. 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;
7. 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**

**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**

**Candidates who will obtain an overall cut off score of at least 60%**

## 2 NURSE 1

**ITEM NUMBER** : FONCR-COS-NUR1-210709  
FONCR-COS-NUR1-2405039  
**SALARY GRADE** : SG 15 / PHP 36, 619.00  
**VICE** : Sierra, Maristella J.  
San Diego, Jenelle P.  
**STATUS** : Contract of Service  
**PLACE OF** : Sanctuary Center  
**ASSIGNMENT** : *(Welfareville Compound, Brgy. Addition Hills, Mandaluyong City)*

### 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 advanced training on nursing care with expertise in handling geriatric, pediatric, and clients with intellectual disabilities.  
**EXPERIENCE** : One (1) year experience in rendering nursing care centers/residential care facilities.  
**ELIGIBILITY** : RA 1080 (Nurse)

## **JOB SUMMARY**

Under general supervision of Social Welfare Officer V and Medical Officer III and with some latitude for the exercise of independent judgment, performs somewhat difficult, responsible professional work requiring training, some experience and broad knowledge of a special subject matter.

## **DUTIES AND RESPONSIBILITIES**

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



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

<b>EDUCATION (E)</b>	<b>25%</b>
<b>TRAINING (T)</b>	<b>10%</b>
<b>EXPERIENCE (E)</b>	<b>25%</b>
<b>WRITTEN EXAM</b>	
<b>INITIAL QUALIFYING TEST (IQT)</b>	<b>10%</b>
<b>SPECIAL / TECHNICAL EXAM</b>	<b>15%</b>
<b>PANEL INTERVIEW</b>	<b>10%</b>
<b>IPCR OR ANY RELATED PERFORMANCE/REVIEW</b>	<b>5%</b>

**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**

**CANDIDATES WHO WILL OBTAIN AN OVERALL CUT-OFF SCORE OF AT LEAST 60%**

## 2 SOCIAL WELFARE OFFICER II

**ITEM NUMBER** : FONCR-COS-SOCW02-000065  
FONCR-COS-SOCW02-000066  
**SALARY GRADE** : SG 15/ ₱ 36,619.00  
**VICE** : Jabber, Norlailah R.  
Pascual, Heidi Alva S.  
**STATUS** : Contract of Service  
**PLACE OF ASSIGNMENT** : Minors Travelling Abroad Section

### CSC – PRESCRIBED QUALIFICATION STANDARD

**EDUCATION** : Bachelor's Degree in Social Work  
**TRAINING** : Four (4) hours relevant training  
**EXPERIENCE** : One (1) year relevant experience  
**ELIGIBILITY** : RA 1080 (Social Worker)

### PREFERRED QUALIFICATIONS (COMPETENCY-BASED)

**EDUCATION** : Bachelor's Degree in Social Work  
**TRAINING** : Four (4) hours relevant training  
**EXPERIENCE** : One (1) year relevant experience  
**ELIGIBILITY** : RA 1080 (Social Worker)



## **JOB SUMMARY**

Under general supervision of Social Welfare Officer III and Head of Administrative Unit and with some latitude for exercise of independent judgement responsible professional work pertaining case management requiring training, some experience basic knowledge in IT trouble shooting, does other related task required

## **DUTIES AND RESPONSIBILITIES**

1. Conduct interview and assessment to walk in applicants in securing travel clearance;
2. Ensures that there is proper and effective implementation of program and services;
3. Keeps records of all cases served/ data bank;
4. Updates the daily / monthly/ quarterly and semester narrative statistical reports;
5. Prepares monthly individual accomplishment reports and other necessary periodic reports of the unit;
6. Attends and participate in Section's monthly meeting;
7. Prepares and submit minutes of Section's monthly meeting;
8. Prepare and submit minutes of the meeting;
9. Perform as Officer of the Day;
10. Coordinates with the partner LGUs and agencies;
11. Conducts advocacy campaign activities of the section;
12. Perform as facilitator in Section's capability building activity;
13. Other related tasks 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.**

*Only those who obtained the 45 points or 75% on ETE shall proceed to the next recruitment process.*

**FINAL SHORTLISTING**

**Candidates who will obtain an overall cut off score of at least 60%**

Interested and qualified applicants who met the above minimum qualification standard (CSC-Prescribed) may submit the following documentary requirements to FO - NCR Human Resource Planning and Performance Management Section on or before **March 06, 2025** 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](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)
4. Photocopy of Certificate of Eligibility/ Board of Rating and updated PRC License;
5. Photocopy of Transcript of Records
6. Photocopy of Transcript 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.*

ORIGINALLY SIGNED  
**BENCHIE B. GONZALES**  
Director III / ARD for Administration