

Republic of the Philippines  
(National Commission for Culture & the Arts)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled at the (National Commission for Culture & the Arts) in the CSC website:

SUSAN C. DAYAO  
HRMO

Date: 7-Jan-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER II (Permanent)	NCCA- PROPERC- ADOF2-8-2007	11	22316.00	Bachelor's Degree Holder	None required	None required	Career Service (Professional) 2nd level eligibility	<ul style="list-style-type: none"><li>o Good communication skills</li><li>o Good interpersonal skills</li><li>o Strong sense of ethics &amp; integrity</li><li>o Sense of accountability</li><li>o Trustworthy &amp; Reliability</li><li>o Organizational skills</li><li>o Problem solving &amp; Financial skills</li><li>o Adherence to confidentiality resolution</li></ul>	NEFCA/ Cashiering Section
2	ATTORNEY II (Contractual)	NA	18	42159.00	Bachelor of Laws	None required	None required	RA 1080	<ul style="list-style-type: none"><li>o Good communication skills</li><li>o Good leadership skills</li><li>o Can deal with all levels in the organization</li><li>o Logical and ability to make good and sound decisions;</li><li>o Ability to operate effectively in different social situations;</li><li>o Displays good ethics and integrity</li><li>o Adherence to confidentiality resolution</li></ul>	Office of the Executive Director

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 17, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SUSAN C. DAYAO  
Chief Administrative Officer  
633 General Luna Street, Intramuros, Manila  
[hr@ncca.gov.ph](mailto:hr@ncca.gov.ph)

1/6/2021  
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.