

Republic of the Philippines  
**NATIONAL COMMISSION FOR CULTURE AND 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 AND THE ARTS in the CSC website:

**SUSAN C. DAYAO**

Date: June 22, 2021

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	Chief Administrative Officer	NCCA-PROPER-CADOF-1-2021	24	86742	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	40 hours of supervisory/management learning and development intervention undertaken within the last five years	4 years of supervisory/management experience	Career Service (Professional) 2nd level Eligibility	N/A	Office of the Deputy Executive Director III/CPPRD
2	Supervising Administrative Officer	NCCA-PROPER-SADOF-2-2021	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) 2nd level Eligibility	N/A	Office of the Deputy Executive Director III/CPPRD
3	Administrative Officer IV	NCCA-PROPER-ADOF4-3-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd level Eligibility	N/A	Office of the Deputy Executive Director III/CPPRD
4	Administrative Officer IV	NCCA-PROPER-ADOF4-4-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd level Eligibility	N/A	Office of the Deputy Executive Director III/CPPRD

5	Administrative Officer IV	NCCA-PROPER-ADOF4-5-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd level Eligibility	N/A	Office of the Deputy Executive Director III/CPPRD
6	Information Officer II	NCCA-PROPER-INFO2-8-2021	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd level Eligibility	N/A	Office of the Deputy Executive Director III/CPPRD
7	Administrative Officer II	NCCA-PROPER-ADOF2-6-2021	11	23877	Bachelor's Degree relevant to the job	NONE	NONE	Career Service (Professional) 2nd level Eligibility	N/A	Office of the Deputy Executive Director III/CPPRD
8	Administrative Assistant II	NCCA-PROPER-ADAS2-7-2021	8	18251	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) 1st level Eligibility	N/A	Office of the Deputy Executive Director III/CPPRD
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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 July 2, 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  
 13 General Luna Street, Intramuros, Manila  
[hr@ncca.gov.ph](mailto:hr@ncca.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**