


**NATIONAL COMMISSION FOR CULTURE & THE ARTS**  
**Job Vacancies ( July 6-15, 2021)**

| No. | Position Title/<br>Status          | Plantilla<br>Item No. | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards   |   |   |                                   |
|-----|------------------------------------|-----------------------|------------------------------|-------------------|---|---|---|-----------------------------------|
|     |                                    |                       |                              |                   | Education   | Training  | Experience                                    | Eligibility                       |
| 1   | PROJECT OFFICERS<br>(Project Hire) | NA                    | NA                           | 23,400.00         | Bachelor's<br>Degree Holder<br>relevant to<br>position applied<br>for | Preferably with 4<br>hours relevant<br>training | Preferably with 1 year<br>relevant experience | none required but an<br>advantage |

**Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter July 15, 2021:**

1. 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. Transcript of Records (TOR); Diploma;
4. Two (2) copies of most recent 2x2 photo;
- 5. Certificate of trainings attended (training without valid certificates will not be credited as training)**
6. Authenticated Civil Service Eligibility (if any);
- 7. Certificate of Employment and/or Clearance from previous employer/s (employment w/out valid certificates will not be credited as employment)**
8. NBI clearance (2021); TIN ID; Community Tax Certificate (2021)
9. NSO Birth Certificate;
10. NSO Marriage contract (if any)

**QUALIFIED APPLICANTS** are advised to email their application to:

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL**

**Posting Date :** M July 6, 2021

**Closing Date :** M July 15, 2021

| Competency (if applicable)  | PLACE OF ASSIGNMENT   |
|---|---|
| <ul style="list-style-type: none"> <li><i>o Good communication skills</i></li> <li><i>o Good teamplayer;</i></li> <li><i>o Strong relationships with clients, co-workers &amp; staff</i></li> <li><i>o Logical and ability to make good and sound decisions;</i></li> <li><i>o Ability to operate effectively in different social situations;</i></li> <li><i>o Displays good ethics and integrity</i></li> </ul> | <p style="text-align: center;">Program Monitoring &amp; Evaluation<br/>Division</p> |

**\* & send thru email not later than**

**. NOT BE ENTERTAINED.**