


NATIONAL COMMISSION FOR CULTURE & THE ARTS
Job Vacancies (August 23, 2021 to September 2, 2021)

No.	Position Title/ Status	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	PROJECT DEVELOPMENT OFFICER II (Contractual)	N/A	SG 15/1	P33,575.00	Bachelor's Degree relevant to the job; Preferably with Masteral Studies	4 (four) hours of relevant training	1 (one) year of relevant experience	CSProfessional- Second Level	<i>o Good written & verbal communication skills</i> <i>o excellent interpersonal skills and can deal with all levels in the organization</i> <i>o Logical and ability to make good and sound decisions;</i> <i>o Ability to operate effectively in different social situations;</i> <i>o Displays good ethics and integrity</i> <i>o Innovative & a strategic thinker</i>	Program Monitoring and Evaluation Division (PMED)

Interested and qualified applicants **should signify their interest in writing**. Attach the ff. documents to the application letter and send to the address below not later than **SEPTEMBER 2, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience sheet.
2. Updated comprehensive resume indicating exact duration of employment and job description;
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 certificat credited as employment)
8. NBI clearance (2021); TIN ID; Community Tax Certificate (2021)
9. NSO Birth Certificate;
10. Marriage contract (if any)

QUALIFIED APPLICANTS are advised to email their application to:


SUSAN C. DAYAO 8222021

 Chief Administrative Officer

 633 General Luna St. Intramuros, Mla.

hr@ncca.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Dat AUGUST 23, 2021

Closing Da September 3, 2021