


**NATIONAL COMMISSION FOR CULTURE & THE ARTS**  
**Job Vacancies ( September 2, 2021 - September 12, 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	SUPERVISING PROJECT OFFICER (Project Hire)	NA	NA	P43,681.00	Bachelor's Degree Holder relevant to position applied for	WITH 8 hours relevant training	WITH 2 years relevant experience	none required but an advantage	<ul style="list-style-type: none"> <li>o good written &amp; verbal Communication skills</li> <li>o good interpersonal skills</li> <li>o good administrative skills</li> <li>o ability to operate effectively in different social situations</li> <li>o planning, presentation &amp; coordination skills</li> <li>o keen attention to details</li> <li>o displays good ethics &amp; integrity</li> <li>o multitasking and can handle pressure</li> <li>o sense of accountability</li> </ul>	Office of the Chairman/ Metropolitan Theater
2	CONSERVATION SECRETARIAT OFFICER (Project Hire)	NA	NA	P32,321.00	Bachelor's Degree Holder relevant to position applied for	WITH 4 hours relevant training	WITH 1 year experience in Conservation	none required but an advantage	<ul style="list-style-type: none"> <li>o Good written &amp; verbal communication skills</li> <li>o Administrative skills &amp; client service</li> <li>o Resourcefulness and ability to prioritize <ul style="list-style-type: none"> <li>o Multitasker</li> </ul> </li> <li>o Organizational &amp; planning skills</li> <li>o Adaptability and flexibility <ul style="list-style-type: none"> <li>o Detail-oriented</li> </ul> </li> <li>o Displays good ethics &amp; integrity <ul style="list-style-type: none"> <li>o Teampayer</li> <li>o Computer Literate</li> </ul> </li> </ul>	Office of the Chairman/ Metropolitan Theater

Interested and qualified applicants **should signify their interest in writing** and attach the ff. documents to the application letter. Send thru email at: [hr@ncca.gov.ph](mailto:hr@ncca.gov.ph) not later than **SEPTEMBER 12, 2021.** **APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED**

1. (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Updated comprehensive resume indicating exact duration of employment and job description;
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. Marriage contract (if any)

QUALIFIED APPLICANTS are advised to email their application to:

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

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Posting Date : **SEPTEMBER 2, 2021**  
 Closing Date : **SEPTEMBER 12, 2021**