

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: 26-Oct-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	PLANNING OFFICER V	NCCA- PROPERC- PLO5-2-2007	24	86742.00	Masteral Degree OR Certificate in Leadership and Management from CSC	40 hrs of Supervisory/ Management Learning and Development intervention	4 years of Supervisory/ Management experience	Career Service Professional-2nd level eligibility	N/A	Program Monitoring and Evaluation Division, incharge of monitoring, evaluation & assessment of NCCA policies, programs and projects on culture and the arts

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 **NOVEMBER 5, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.