

NATIONAL COMMISSION FOR CULTURE & THE ARTS


Job Vacancies (October 5- October 15, 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	WRITER (Speeches & Press Releases)	NA	NA	P23,400.00	Bachelor's Degree Holder	Minimum of 8 hours relevant training	Minimum of 2 years relevant experience (portfolio of works is required)	none required but an advantage	<ul style="list-style-type: none"> <i>o Versatile and enjoys a fast-paced environment;</i> <i>o Good written and verbal communication skills</i> <i>o Creative Thinker</i> <i>o Problem Solving skills</i> <i>o Displays good ethics and integrity</i> <i>o Good team-player</i> <i>o Can deal with all levels in the organization</i> <i>o Strong relationship with clients, co-workers and staff</i> <i>o Highly skilled in writing, editing, research and presentation</i> 	Office of the Supervising Officer for Administration/ Public Affairs & Information Section

Interested and qualified applicants **should signify their interest in writing**. Attach the ff. documents to the application letter and send thru email not later than **October 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;
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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : October 5, 2021
Closing Date : October 15, 2021