

NATIONAL COMMISSION FOR CULTURE & THE ARTS
Job Vacancies (JANUARY 18, 2022 to January 28, 2022)

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 <i>(Contractual Plantilla)</i>	NA	SG 15/1	P33,575.00	Bachelor's Degree relevant to the job	WITH 4 (four) hours relevant training	WITH 1 (one) year relevant experience	CSC Professional (2nd level)	<ul style="list-style-type: none"> <i>o Good written & verbal Communication skills</i> <i>o Good interpersonal skills</i> <i>o Can deal with all levels in the organization</i> <i>o Good administrative & client skills</i> <i>o Ability to operate effectively in different social situations</i> <i>o Planning & coordination skills</i> <i>o Displays good ethics & integrity</i> 	Office of the Deputy Executive Director/ PFPD- Arts Section
2	PROGRAM COORDINATOR <i>(Project Hire)</i>	NA	NA	P37,000.00	Bachelor's Degree Holder relevant to position applied for	WITH 8 (eight) hours of relevant training	WITH 2 (two) years of relevant experience	none required but an advantage	<ul style="list-style-type: none"> <i>o Good written & verbal communication skills</i> <i>o Knowledgeable in graphics and video content creation</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> 	Office of the Deputy Executive Director/ Special Projects Unit
3	CULTURAL AFFAIRS OFFICER <i>(Project Hire)</i>	NA	NA	P 23,400.00	Bachelor's Degree Holder relevant to position applied for preferably in Humanities or Social Science courses	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> <i>o Good written & verbal Communication skills</i> <i>o Good interpersonal skills</i> <i>o Good administrative & client skills</i> <i>o Ability to operate effectively in different social situations</i> <i>o Planning & coordination skills</i> <i>o Displays good ethics & integrity</i> 	Office of the Executive Director/ International Affairs Section- Sentro Rizal
4	RECORDS OFFICER <i>(Project Hire)</i>	NA	NA	P 23,400.00	Bachelor's Degree Holder	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> <i>o Good written & verbal Communication skills</i> <i>o Good interpersonal skills</i> <i>o Good administrative & client skills</i> <i>o Ability to operate effectively in different social situations</i> <i>o Planning & coordination skills</i> <i>o Displays good ethics & integrity</i> <i>o Proficient in Records Management</i> 	Cultural Properties Protection & Regulation Division/ Philippine Registry of Cultural Property Office (CPRD) (RA 11333)

5	GEOGRAPHIC INFORMATION SYSTEM ANALYST (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Good written & verbal Communication skills o Good interpersonal skills o Proficient in GIS desktop software and data management o Good administrative & client skills o Ability to operate effectively in different social situations o Planning & coordination skills o Displays good ethics & integrity 	Cultural Properties Protection & Regulation Division/ Philippine Registry of Cultural Property Office (CPRD) (RA 11333)
6	(2) REGISTRY COORDINATORS (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> o Good written & verbal Communication skills o Good interpersonal skills o Good administrative & client skills o Keen in details o Ability to operate effectively in different social situations o Planning & coordination skills o Displays good ethics & integrity o Proficient in records and data management 	Cultural Properties Protection & Regulation Division/ Philippine Registry of Cultural Property Office (CPRD) (RA 11333)

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 cc: hrms.ncca@gmail.com** not later than **JANUARY 28, 2021**. **APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture
(CS Form No. 212, Revised 2017) **AND** Work Experience Sheet. Forms 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 (2022); TIN ID; Community Tax Certificate (2022)
9. NSO Birth Certificate;
10. 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 cc: hrms.ncca@gmail.com

APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.

Posting Date : January 18, 2022
Closing Date : January 28, 2022