


NATIONAL COMMISSION FOR CULTURE & THE ARTS
Job Vacancies (January 11, 2022 to January 21, 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	RESEARCHER II	NA	NA	P31,440.00	Bachelor's Degree holder relevant to position applied for	8 (eight) hours of relevant training	2 (two) years of relevant experience	none required but an advantage	<ul style="list-style-type: none"> <i>o With good IT, numerical and analytical skills</i> <i>o With skills and knowledge in organization development, strategic planning, monitoring & evaluation</i> <i>o Good written & verbal communication skills</i> <i>o Good interpersonal skills and can deal with all levels in the organization</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

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 22, 2022:

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 11, 2022
Closing Date : January 21, 2022