

NATIONAL COMMISSION FOR CULTURE & THE ARTS
Job Vacancies (February 10, 2022 to February 20, 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	ARTS PRICE OFFICER <i>(Project Hire)</i>	NA	SG 11/1	P23,400.00	Bachelor's Degree Holder relevant to position applied for	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 Deputy Executive Director/ PPMD-Arts Section
2	ARCHAEOLOGIST <i>(Project Hire)</i>	NA	NA	P 30,000.00	Bachelor's Degree Holder in Archaeology or any relevant course with units earned in Archaeology	WITH 8 (eight) hours relevant training	WITH 2 (two) years 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 keen in details</i> <i>o Displays good ethics & integrity</i> 	Office of the Deputy Executive Director/ Cultural Properties Protection & Regulation Division (CPPRD)
3	RECORDS OFFICER <i>(Project Hire)</i>	NA	NA	P 23,400.00	Bachelor's Degree Holder relevant to position applied for	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> 	Office of the Deputy Executive Director/ CPPRD (Enforcement Section)
4	ARCHITECTURAL/ ART HISTORY RESEARCHER <i>(Project Hire)</i>	NA	NA	P 23,400.00	Bachelor's Degree Holder in Architecture or Art History	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 keen in details</i> <i>o Displays good ethics & integrity</i> <i>o Proficient in Architectural software</i> 	Office of the Deputy Executive Director/ CPPRD (Declaration & Public Heritage)
5	PROJECT OFFICER <i>(Project Hire)</i>	NA	NA	P 23,400.00	Bachelor's Degree Holder relevant to position applied for	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 keen in details</i> <i>o Displays good ethics & integrity</i> 	Office of the Deputy Executive Director/ CPPRD (Enforcement Section)

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 **FEBRUARY 20, 2022**. **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
9. PSA Birth Certificate;
10. PSA 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

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Posting Date : February 10, 2022
Closing Date : February 20, 2022