

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: 23-Mar-22

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- PLO5-3-2007	SG 24/1	88410.00	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 & Project Management Division (PPMD)
2	Administrative Assistant II	NCCA- PROPER- ADAS2-7- 2021	SG 8/1	18998.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional/ 1st level eligibility	N/A	Cultural Properties Protection and Regulation Division

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 **APRIL 2, 2022**.

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.