

NATIONAL COMMISSION FOR CULTURE & THE ARTS
Job Vacancies (MAY 2, 2022 to May 12, 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 (Casual)	NA	SG 15/1	P 35,097.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant work experience	ÇSC Professional/ 2nd level	<ul style="list-style-type: none"> o Good written & verbal Communication skills o Good interpersonal skills o Can deal with all levels in the organization o Good administrative & client skills o Ability to operate effectively in different social situations o Planning & coordination skills o Displays good ethics & integrity 	Program & Project Monitoring & Evaluation Division
2	(9) PROJECT OFFICERS (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree holder in Social Science, Arts Management or it's relevant courses	none required	none required	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 Ability to operate effectively in different social situations o Planning & coordination skills o Displays good ethics & integrity 	Office of the Deputy Executive Director (PPMD/ Cultural Communities & Traditional Arts)

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 **MAY 12, 2022**.
APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture
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. 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 : **MAY 2, 2022**
 Closing Date : **MAY 12, 2022**