

**NATIONAL COMMISSION FOR CULTURE & THE ARTS**  
**Job Vacancies (JUNE 22, 2022 to JULY 2, 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 OFFICER (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder preferably in Information Technology or its relevant courses	none required	none required	none required but an advantage	<ul style="list-style-type: none"> <li><i>o Good written &amp; verbal communication skills</i></li> <li><i>o Good interpersonal skills</i></li> <li><i>o Good administrative &amp; client skills</i></li> <li><i>o Ability to operate effectively in different social situations</i></li> <li><i>o Planning &amp; coordination skills</i></li> <li><i>o Displays good ethics &amp; integrity</i></li> <li><i>o Capable of executing tasks under pressure and requires minimal supervision</i></li> <li><i>o Multitasker</i></li> <li><i>o Proficient IT skills an advantage</i></li> </ul>	PMD/ Cultural Dissemination 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](mailto:hr@ncca.gov.ph) cc: [hrms.ncca@gmail.com](mailto:hrms.ncca@gmail.com) not later than **JULY 2, 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](http://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](mailto:hr@ncca.gov.ph) cc: [hrms.ncca@gmail.com](mailto:hrms.ncca@gmail.com)

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Posting Date : **JUNE 22, 2022**  
 Closing Date : **JULY 2, 2022**