

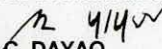
**NATIONAL COMMISSION FOR CULTURE & THE ARTS**  
**Job Vacancies ( JUNE 16, 2022- June 26, 2022)**

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	Administrative Services Officer (JOB ORDER)	NA	NA	P23,400.00	Bachelor's Degree Holder in Office Administration, Management or it's relevant courses	None Required (training on advanced communication skills an advantage)	None Required (experience working in higher executive offices an advatage)	none required but an advantage	<ul style="list-style-type: none"> <li>o Logical with excellent verbal and written communication skills</li> <li>o Administraive skills; Client service</li> <li>o Resourcefulness and ability to prioritize</li> <li>o Adaptability, flexibility and able to thrive in a fast-paced and high pressure environment</li> <li>o Teamplyer; Multitasker</li> <li>o Ability to operate effectively in different social situations</li> <li>o Displays good ethics &amp; integrity</li> <li>o Computer Literate</li> </ul>	Office of the 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](mailto:hr@ncca.gov.ph) cc: [hrms.ncca@gmail.com](mailto:hrms.ncca@gmail.com) not later than **JUNE 26, 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) (FORMS)
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](mailto:hr@ncca.gov.ph) cc: [hrms.ncca@gmail.com](mailto:hrms.ncca@gmail.com)

**APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.**

Posting Date : **JUNE 16, 2022**  
 Closing Date : **JUNE 26, 2022**