

**NATIONAL COMMISSION FOR CULTURE & THE ARTS**  
**Job Vacancy ( JUNE 7,2022 to JUNE 17, 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	LIAISON OFFICER (Project Hire)	NA	NA	P18,000.00	Bachelor's Degree Holder	4 hours relevant training	1 year relevant experience	none required	<ul style="list-style-type: none"> <li><i>o Client service</i></li> <li><i>o Administrative skills</i></li> <li><i>o Good written &amp; verbal communication skills</i></li> <li><i>o Resourcefulness &amp; ability to prioritize</i></li> <li><i>o Multitasker</i></li> <li><i>o Adaptability &amp; Flexibility</i></li> <li><i>o Displays good ethics &amp; integrity</i></li> <li><i>o Teampayer</i></li> </ul>	Office of the Deputy Executive Director for Operations/ Special Projects Unit

Interested and qualified applicants **should signify their interest in writing**. Attach the ff. documents to the application letter and 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 17, 2022**.

1. Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet which 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 w/out 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 without certificates will not be credited as Employment)**
8. NBI Clearance (2022)
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 DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date : JUNE 7, 2022**  
**Closing Date : JUNE 17, 2022**