


**NATIONAL COMMISSION FOR CULTURE & THE ARTS**  
**Job Vacancies ( July 13, 2022 - July 23, 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	P23,400.00	Bachelor's Degree Holder; Preferably with Law background	Preferably with 4 hours relevant training	Preferably with 1 year relevant experience	none required but an advantage	<ul style="list-style-type: none"> <li>o Good written &amp; verbal communication skills</li> <li>o Good interpersonal skills</li> <li>o Good administrative &amp; client skills</li> <li>o Ability to operate effectively in different social situations</li> <li>o Planning &amp; coordination skills</li> <li>o Displays good ethics &amp; integrity</li> <li>o Capable of executing tasks under pressure and requires minimal supervision</li> <li>o Multitasker</li> </ul>	Office of the Deputy Executive Director/ Cultural Properties Protection and Regulation Division (Enforcement Section)
2	CULTURAL AFFAIRS OFFICER (Project Hire)	NA	NA	P23,400.00	Bachelor's Degree holder in Humanities, Social Sciences or its relevant courses	Preferably with 10 hours relevant training	Preferably with 1 year experience in project management	none required but an advantage	<ul style="list-style-type: none"> <li>o Good written &amp; verbal Communication skills</li> <li>o Good interpersonal skills</li> <li>o Ability to operate effectively in different social situations</li> <li>o Strong interest in Philippine arts and culture</li> <li>o Project management</li> <li>o Culturally sensitive</li> <li>o Displays good ethics &amp; integrity</li> </ul>	Office of the Executive Director / Sentro Rizal- International Cultural Affairs Office
3	REGISTRY COORDINATOR (Project Hire)	NA	NA	P23,400.00	Bachelor's Degree Holder	Preferably with 4 hours relevant training	Preferably with 1 year relevant experience	none required but an advantage	<ul style="list-style-type: none"> <li>o Good written &amp; verbal communication skills</li> <li>o Good interpersonal skills</li> <li>o Good administrative &amp; client skills</li> <li>o Keen in details</li> <li>o Multitasker</li> <li>o Ability to operate effectively in different social situations</li> <li>o Planning &amp; coordination skills</li> <li>o Displays good ethics &amp; integrity</li> <li>o Proficient in records and data management</li> </ul>	Office of the Deputy Executive Director/ Cultural Properties Protection and Regulation Division (Enforcement 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 23, 2021** . (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
9. NSO Birth Certificate;
10. NSO Marriage contract (if any)

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

  
**SUSAN C. DAYAO**  
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Posting Date : JULY 13, 2022  
 Closing Date : JULY 23, 2022