

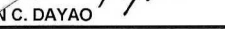
**NATIONAL COMMISSION FOR CULTURE & THE ARTS**  
Job Vacancies ( July 4, 2022 to July 14, 2022)

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	PROCUREMENT OFFICER (Contract of Service)	NA	NA	P 26,000.00	Bachelor's Degree Holder in Law; Juris Doctor or its relevant courses	Preferably with 4 hours relevant training specifically in government procurement	Preferably with 1 year relevant experience; Familiar with the New Government Procurement Reform Act & Procedures (RA 9184)	none required but RA 1080 Bar passer an advantage	<ul style="list-style-type: none"> <li>o Good communication skills</li> <li>o Writing &amp; Technical skills</li> <li>o Strong sense of ethics &amp; integrity</li> <li>o Sense of accountability</li> <li>o Trustworthy &amp; reliability</li> <li>o Organizational skills</li> <li>o Problem solving skills</li> <li>o Highly organized and keen on details</li> <li>o Good interpersonal skills</li> <li>o Adherence to confidentiality resolution</li> </ul>	Administrative & Finance Division/ Procurement Section
2	PROJECT COORDINATOR (Project Hire)	NA	NA	P28,000.00	Bachelor's Degree Holder	WITH 8 hours relevant training	WITH 2 years 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/PPO-Values
3	AUDIT STAFF (Project Hire)	NA	NA	P21,840.00	Bachelor's Degree Holder in Accounting or its relevant courses	WITH 4 hours relevant training	WITH 1 year relevant experience	none required but an advantage	<ul style="list-style-type: none"> <li>o Good communication skills</li> <li>o Strong sense of ethics and integrity</li> <li>o Sense of accountability</li> <li>o Trustworthy and reliable</li> <li>o Organizational skills</li> <li>o Problem-solving and financial skills</li> <li>o Adherence to confidentiality resolution</li> </ul>	Administration & Finance Division/ Financial Management Section
4	PROJECT DEVELOPMENT ASSISTANT	NA	NA	P21,840.00	Bachelor's Degree Holder	WITH 4 hours relevant training	WITH 1 year relevant experience	none required but an advantage	<ul style="list-style-type: none"> <li>o Client service</li> <li>o Administrative skills</li> <li>o Good written &amp; verbal communication skills</li> <li>o Resourcefulness and ability to prioritize</li> <li>o Multitasker</li> <li>o Adaptability and flexibility</li> <li>o Displays good ethics &amp; integrity</li> <li>o Teamplayer</li> </ul>	Office of the Deputy Executive Director/ PCEP

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 JULY 14, 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) (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 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 employers (Employment without certificates will not be credited as Employment)
8. NBI Clearance (2022)
9. NSO Birth Certificate
10. NSO 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 : JULY 4, 2022  
Closing Date: JULY 14, 2022