

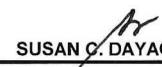
NATIONAL COMMISSION FOR CULTURE & THE ARTS
Job Vacancies (September 20, 2022 - September 30, 2022)

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 (Contract of Service)	NA	NA	P21,840.00	Bachelor's Degree Holder	4 hours relevant training	1 year relevant experience	none required but an advantage	<ul style="list-style-type: none"> <i>o Good written & verbal communication skills</i> <i>o Good interpersonal skills</i> <i>o Good administrative & client skills</i> <i>o Ability to operate effectively in different social situations</i> <i>o Planning & coordination skills</i> <i>o Displays good ethics & integrity</i> <i>o Capable of executing tasks under pressure and requires minimal supervision</i> <i>o Multitasker ; keen in details</i> <i>o Organized and a good teamplayer</i> <i>o Proficient in MS office and google applications</i> 	Office of the Executive Director / Sentro Rizal- International Cultural Affairs Office

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 cc: hrms.ncca@gmail.com not later than **SEPTEMBER 30, 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;
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 cc: hrms.ncca@gmail.com

APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.

Posting Date : SEPTEMBER 20, 2022

Closing Date : SEPTEMBER 30, 2022