

Republic of the Philippines  
**(National Commission for Culture & the Arts)**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled at the (National Commission for Culture & the Arts) in the CSC website:

SUSAN C. DAYAO  
HRMO


Date: September 1, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	PLANNING OFFICER II	NCCA- PROPERC- PLO2-6-2007	SG 15/1	P35,097.00	Bachelor's Degree relevant to the job	4 (four) hours of relevant training	1 (one) year of relevant experience	Career Service Professional/2nd level eligibility	N/A	Office of the Executive Director/ Sentro Rizal International Cultural Affairs Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send thru email not later than **September 11, 2022**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to email their application to: [hr@ncca.gov.ph](mailto:hr@ncca.gov.ph) cc: [hms.ncca@gmail.com](mailto:hms.ncca@gmail.com)

  
SUSAN C. DAYAO  
Chief Administrative Officer  
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[hr@ncca.gov.ph](mailto:hr@ncca.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.