



# NATIONAL COMMISSION FOR CULTURE & THE ARTS

Job Vacancies (Feb. 25, 2024 – Mar. 7, 2025)

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	ARCHAEOLOGIST (Project Hire)	NA	NA	P30,705.00	Bachelor's Degree holder or Diploma in Archaeology or Anthropology specializing in Archaeology	Preferably with 8 hours of relevant training	Preferably with 2 years of relevant experience	None required but an advantage	<ul style="list-style-type: none"> <li>o Good written and verbal communication skills</li> <li>o Good interpersonal skills</li> <li>o Good administrative and client skills</li> <li>o Keen in details</li> <li>o Ability to operate effectively in difficult situations</li> <li>o Planning and coordination skills</li> <li>o Displays good ethics and integrity</li> </ul>	Office of the Deputy Executive Director for Operations - Cultural Properties Regulation Division/ Enforcement Section

Interested and qualified applicants should signify their interest in writing. Attach the ff. documents to the application letter in 1 PDF file and in order. Send thru email at [hr@ncca.gov.ph](mailto:hr@ncca.gov.ph) not later than March 7, 2025.

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 training/s attended (training without valid certificates will not be credited as training)
6. Authenticated Civil Service Eligibility (optional);
7. Certificate of Employment/s and/or Clearance from previous employer/s (employment w/out valid certificates will not be credited as employment)
8. Certificates of recognition, commendations and awards (if any)
9. 2025 NBI clearance (to follow);
10. PSA Birth Certificate (to follow);
11. PSA Marriage Certificate (if any/ to follow)

QUALIFIED APPLICANTS are advised to email their application to:

  
SUSAN C. DAYAO

Chief Administrative Officer

633 General Luna St. Intramuros, Manila

[hr@ncca.gov.ph](mailto:hr@ncca.gov.ph)

APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

POSTING DATE: FEBRUARY 25, 2025

CLOSING DATE: MARCH 7, 2025