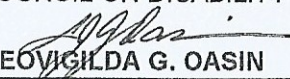


Republic of the Philippines
NATIONAL COUNCIL ON DISABILITY AFFAIRS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL COUNCIL ON DISABILITY AFFAIRS in the CSC website:


LEOVIGILDA G. OASIN
HRMO

Date: January 13, 2021

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	Administrative Aide VI (Clerk III)	ADA6-33	6	15524	Completion of two- year studies in College preferably Bachelor's Degree relevant to the job	None required	None required	Career Service (Sub- Professional)/ First Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City
2	Administrative Aide VI (Clerk III)	ADA6-42	6	15524	Completion of two- year studies in College preferably Bachelor's Degree relevant to the job	None required	None required	Career Service (Sub- Professional)/ First Level Eligibility	N/A	Technical Cooperation Division, NCDA Office, Quezon City
3	Administrative Aide VI (Mechanic II)	ADA6-38	6	15524	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic II (Automotive Servicing) (CSC MC 10, s 2013- Category II)	N/A	Finance and Administrative Division, NCDA Office, Quezon City

4	Administrative Assistant II (Clerk IV)	ADAS2-43	8	17505	Completion of two-year studies in College preferably Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience preferably with experience in taking Minutes of the Meeting and knowledge of the HRMIS System	Career Service (Sub-Professional) First Level Eligibility	N/A	Finance and Administrative Division, NCDA Office, Quezon City
5	Administrative Assistant VI (Computer Operator III)	ADAS6-1	12	24495	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course preferably Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City
6	Computer Maintenance Technologist II	CTMT2-1	15	32053	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City
7	Information Systems Analyst II	INFOSA2-2	16	35106	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City
8	Administrative Officer V Cash Section)	ADOF 5-38	18	42159	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Finance and Administrative Division, NCDA Office, Quezon City
9	Information Technology Officer I	ITO1-2	19	46791	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City

10	Planning Officer IV	PLO4-38	22	66867	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Programs Management Division
11	Information Officer 1V	INFO4-41	22	66867	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Information, Education and Communication Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 29, 2021.

1. Fully accomplished **Personal Data Sheet (PDS) including WORK EXPERIENCE SHEET Attachment to CS Form No. 212** with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Authenticated/Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records, Diploma and Certificate of Experience and Trainings.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LEOVIGILDA G. OASIN
 Administrative Officer V,
 Isidora St. Barangay Holy Spirit,
ncda.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.