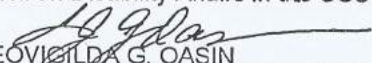


Republic of the Philippines
National Council on Disability Affairs
Request for Publication of Vacant Positions

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:


LEOVICILDA G. OASIN
HRMO

Date: February 11, 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	Chief Administrative Officer	CADOF-6	24	86,742	Master's Degree or Certificate in Leadership and Management from the CSC PREFERABLY Master's degree in Public Administration, Business Management or any related course	40 hours of Supervisory/ Management Learning and Development Intervention undertaken within the last 5 years	4 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility PREFERABLY Certified Public Accountant (CPA)	Managing Performance/ Leading change/ Thinking Strategically & creatively	Finance and Administrative Division, NCDA Office, Quezon City

2	Project Development Officer V	PDO5-5	24	86,742	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of Supervisory/ Management Learning and Development Intervention undertaken within the last 5 years	4 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility	Managing Performance/ Leading change/ Thinking Strategically & creatively	Technical Cooperation Division, NCDA Office, Quezon City
3	Planning Officer V	PLO5-37	24	86,742	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of Supervisory/ Management Learning and Development Intervention undertaken within the last 5 years	4 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility	Managing Performance/ Leading change/ Thinking Strategically & creatively	Programs Management Division
4	Regional Programs Coordinator	RPC-29	24	86,742	Bachelor's Degree relevant to the job preferably Master's Degree relevant to the job	24 Hours of Relevant Training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City
5	Administrative Officer V (Records Section)	ADOF5-40	18	43,681	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
6	Administrative Officer V (Supply Section)	ADOF5-41	18	43,681	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
7	Planning Officer III	PLO3-39	18	43,681	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	Programs Management Division

8	Planning Officer II	PLO2-41	15	33,575	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	Programs Management Division
9	Administrative Aide VI (Clerk III)	ADA6-34	6	16,200	Completion of two years studies in College PREFERABLY Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Finance and Administrative Division, NCDA Office, Quezon City
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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 **March 05, 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,
Personnel Section

Isidora St. Barangay Holy Spirit,
Quezon City

ncda.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.