

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: June 03, 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 II (Messenger)	ADA2-3	2	12,790	Must be able to read and write/Elementary School Graduate	None required	None required	None required	N/A	Finance and Administrative Division, NCDA Office, Quezon City
2	Administrative Assistant V (Artist Illustrator III)	ADAS5-44	11	23,877	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	8 Hours of Relevant Training	2 years of Relevant Experience	Career Service (Sub- Professional) First Level Eligibility	N/A	Informationn, Education and Communication Division, NCDA Office, Quezon City
3	Librarian II	LIB2-43	15	33,575	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science preferably Bachelor's Degree in Library and Information Science	4 Hours of Relevant Training	1 year of Relevant Experience preferably with experience on integration of information technology and management information system	RA1080 Librarian Licensure	N/A	Informationn, Education and Communication Division, NCDA Office, Quezon City

4	Information Officer II	INFO2-43	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	Informationn, Education and Communication Division, NCDA Office, Quezon City
5	Planning Officer II	PLO2-42	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, NCDA, Quezon City
6	Planning Officer III	PLO3-2	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	Office of the Executive Director, NCDA, Quezon City
7	Information Officer V	INFO5-40	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	Informationn, Education and Communication 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 June 25, 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.