



Republic of the Philippines

NATIONAL COUNCIL ON DISABILITY AFFAIRS

September 14, 2021


MARIA FATIMA D. SAMANIEGO
Human Resource Specialist II
CSC-NCR

MR. DICK N. ECHAVEZ
Director II
CSC Field Office - BIR
Room 210, BIR Building
Agham Road, Diliman, Quezon City

BIR OCT-04-2021 01:13PM

Dear Director Echavez:

We are submitting the NCDA Request for Publication of Vacant Positions to be published in CSC Bulletin of Vacant Positions in the Government in the CSC Website.

Thank you very much.

Very truly yours,


EMERITO L. ROJAS
Executive Director

FAD/Cecille/Leovy

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: September 10, 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 Assistant III (Secretary)	ADAS3-32	9	P19,593	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional)/F first Level Eligibility	N/A	Office of the Executive Director, NCDA, Quezon City
2										
3										
4										
5										
6										
7										
8										
9										
10										

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 October 15, 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

Isidora St. Barangay Holy Spirit,

ncda.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.