

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

o: 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: December 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 Officer V (Personnel Section)	ADOF5-39	18	43681	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
2										
3										
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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 January 17, 2022.

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.

UALIFIED 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

PPPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Receiving Copy



Republic of the Philippines

NATIONAL COUNCIL ON DISABILITY AFFAIRS

December 13, 2021

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



Dear Director Echavez:

We are submitting the NCDA Request for Publication of Vacant Position 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

Ref # 21- 1442