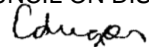


Republic of the Philippines  
**NATIONAL COUNCIL ON DISABILITY AFFAIRS**  
Request for Publication of Vacant Positions

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:

  
**CECILIA D. RIGOR**

**In-Charge, Finance and Administrative Division**

Date: January 31, 2022

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)	ADA6-36	6	16877	Completion of two- year studies in College <b>preferably</b> 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
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 February 18, 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](http://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:

**CECILIA D. RIGOR**

In-Charge, Finance and Administration

Isidora St. Barangay Holy Spirit,

[ncda.hrmo@gmail.com](mailto:ncda.hrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**