

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**  
**HRMO**

Date: February 14, 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	Chief Administrative Officer	CADOF-6	24	88410	Master's Degree or Certificate in Leadership and Management from the CSC <b>PREFERABLY</b> 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 <b>PREFERABLY</b> 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	88410	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	88410	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, NCDA Office, Quezon City
4	Regional Programs Coordinator	RPC-29	24	88410	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	45203	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
6	Administrative Officer V (Supply Section)	ADOF5-41	18	45203	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
7	Planning Officer III	PLO3-39	18	45203	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, NCDA Office, Quezon City

8	Planning Officer II	PLO2-41	15	35097	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 Office, Quezon City
9	Administrative Aide VI (Clerk III)	ADA6-34	6	16877	Completion of two years 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
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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 February 24, 2022.

1. Fully accomplished Personal Data Sheet (PDS) 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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**CECILIA D. RIGOR**

In-Charge, FAD

Isidora St. Barangay Holy Spirit,  
Quezon City

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

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

