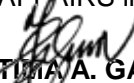


Republic of the Philippines  
**NATIONAL COUNCIL ON DISABILITY AFFAIRS**  
Request for Publication of Vacant Positions

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:

  
**FATIMA A. GARON**  
HRMC, Designate

Date: 1 August 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	Regional Programs Coordinator	RPC-29	24	88,410	Bachelor's Degree relevant to the job <b>preferably</b> 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
2	Administrative Assistant VI (Computer Operator III)	ADAS6-1	12	27,608	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course <b>preferably</b> Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City
3	Computer Maintenance Technologist II	CTMT2-1	15	35,097	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	Office of the Executive Director, NCDA Office, Quezon City
4	Information Systems Analyst II	INFOSA2-2	16	38,150	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	Office of the Executive Director, NCDA Office, Quezon City
5	Information Technology Officer I	ITO1-2	19	49,835	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 Office, Quezon City

6	Administrative Aide VI (Clerk III)	ADA6-33	6	16,877	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	Office of the Executive Director, NCDA Office, Quezon City
7	Administrative Assistant III (Secretary)	ADAS3-32	9	20,402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	N/A	Office of the Executive Director, NCDA, Quezon City
8	Administrative Officer V (Cash Section)	ADOF 5-38	18	45,203	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
9	Administrative Officer V (Personnel Section)	ADOF5-39	18	45,203	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
10	Administrative Officer V (Records Section)	ADOF5-40	18	45,203	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 Administrative Division, NCDA Office, Quezon City
11	Administrative Officer V (Supply Section)	ADOF5-41	18	45,203	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 Administrative Division, NCDA Office, Quezon City
12	Administrative Aide II (Messenger)	ADA2-3	2	13,305	Must be able to read and write/Elementary School Graduate	None required	None required	None required	N/A	Finance Administrative Division, NCDA Office, Quezon City
13	Administrative Assistant II (Clerk IV)	ADAS2-43	8	18,998	Completion of two-year studies in College <b>preferably</b> Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience preferably with experience in taking minutes of the meeting and knowledge of the HRMIS System	Career Service (Sub-Professional) First Level Eligibility	N/A	Finance Administrative Division, NCDA Office, Quezon City

14	Planning Officer IV	PLO4-38	22	69,963	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Programs Management Division, NCDA Office, Quezon City
15	Administrative Aide VI (Clerk III)	ADA6-42	6	16,877	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	Technical Cooperation Division, NCDA Office, Quezon City

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 **August 25, 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:

**FATIMA A. GARON**  


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 HRMO, Designate  


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 Isidora St. Barangay Holy Spirit,  


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


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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.