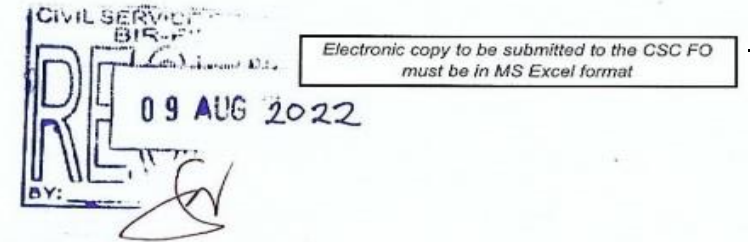
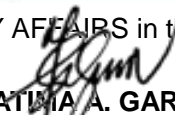


Republic of the Philippines
NATIONAL COUNCIL ON DISABILITY AFFAIRS
Request for Publication of Vacant Positions



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
HRMO, Designate

Date: 8 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	Administrative Officer V (Cashier III)	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
2	Administrative Officer V (HRMO III)	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
3	Administrative Officer V (Records Officer III)	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
4	Administrative Officer V (Supply Officer III)	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

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;

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

HRMO, Designate

Isidora St. Barangay Holy Spirit,

ncda.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

