

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

**F**  
**Administrative Officer**  
Date: \_\_\_\_\_

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			
					Education	Training	Experience	Eligibility
1	Planning Officer II	NCWDPB-PLO2-42-2008	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address

1. Application letter (specifying the position applied for, with item number and its date of publication);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and signature (CS Form No. 212, Revised 2017) with Work Experience Statement downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Scanned copy or photocopy of Performance Rating in the last rating period for government employees or its equivalent for external applicants (if applicable);
4. Scanned or photocopy of Authenticated Civil Service Certificate of Eligibility or Professional License/PRC Rating
5. Scanned or photocopy of **Certified Copy of Transcript of Records AND Diploma**
6. Scanned or photocopy of training certificates

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

**FATIMA A. GARON**  
\_\_\_\_\_  
Administrative Officer V - HRMO III  
\_\_\_\_\_  
Isidora St. Barangay Holy Spirit,  
\_\_\_\_\_  
[ncda.hrmo.hiring@gmail.com](mailto:ncda.hrmo.hiring@gmail.com)  
\_\_\_\_\_

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

AFFAIRS in the CSC website:

**ATIMA A. GARON**

**Administrative Officer V - HRMO III**

24 June 2024

Competency (if applicable)	Place of Assignment
	Programs Management Division, NCCA Office, Quezon City

below not later than **12 July 2024**.

Experience Sheet which can be

applicable);

