**NATIONAL COUNCIL ON DISABILITY AFFAIRS**

###

**PUBLICATION of VACANT PLANTILLA POSITION**

**VACANT POSITION : ONE (1) PLANNING OFFICER II**

**CSC PRESCRIBED QUALIFICATION STANDARDS:**

EDUCATION : Bachelor’s Degree relevant to the job

EXPERIENCE : 1 year of relevant experience

TRAINING : 4 hours of relevant Training

ELIGIBILITY : CAREER SERVICE (PROFESSIONAL)

 SECOND LEVEL ELIGIBILITY

**FUNCTIONS AND RESPONSIBILITIES:**

1. Assists in the formulation, implementation and monitoring of various technical programs and projects and prepares project proposals for the divisions.
2. Draws specific task objectives, timetables and activities, planning, framework and other guidelines and methodologies;
3. Collects data on disability prevention, rehabilitation and equalization of opportunities for disabled persons;
4. Conduct researches pertinent to all disability related matters;
5. Attends seminars, training programs, congresses to learn the latest trends in disability prevention and rehabilitation;
6. Formulates and writes reports of projects on disability prevention and rehabilitation;
7. Performs other functions that may be assigned.

**QUALIFIED APPLICANTS MAY SUBMIT THE FOLLOWING DOCUMENTS:**

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

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/Certified 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:

 **LEOVIGILDA G. OASIN**

Administrative Officer V, Personnel Section

Isidora St. Barangay Holy Spirit, Quezon City

 ncda.hrmo@gmail.com

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

**For more information…. Please visit our website at www.ncda.gov.ph**