**NATIONAL COUNCIL ON DISABILITY AFFAIRS**

### NOTICE of VACANT POSITION

**VACANT POSITIONS : ONE (1) PLANNING OFFICER III**

**CSC PRESCRIBED QUALIFICATION STANDARDS:**

EDUCATION : Bachelor’s Degree relevant to the job

EXPERIENCE : 2 Years of Relevant Experience

TRAINING : 8 Hours of Relevant Training

ELIGIBILITY : CAREER SERVICE (PROFESSIONAL)/

SECOND LEVEL ELIGIBILITY

**FUNCTIONS AND RESPONSIBILITIES:**

1. Formulates, coordinates, implements and monitors plans, programs and policies aimed at assisting the disabled clientele in their rehabilitation process and prepares project proposals for the division;
2. Assists the Planning Officer IV in the development, planning, implementing and monitoring of the programs / projects towards the intensification of measures for detection, intervention and rehabilitation of disabilities and equalization of opportunities for persons with disabilities.
3. Assists the Planning staff in the implementation / monitoring of planned programs / projects of the Council;
4. Reviews reports and work assignments of planning staff and undertake necessary measures for improvement;
5. Attends seminars, training programs, congresses to learn the latest trends in disability preventions, rehabilitation and equalization of opportunities for persons with disabilities.
6. Conducts researches, collects data pertinent to all disability related matters and prepares reports that may be assigned.
7. Performs other tasks as 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](mailto:ncda.hrmo@gmail.com)

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

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