**NATIONAL COUNCIL ON DISABILITY AFFAIRS**

**PUBLICATION of VACANT PLANTILLA POSITION**

Vacant Position : **PLANNING OFFICER IV**

**CSC PRESCRIBED QUALIFICATION STANDARDS:**

EDUCATION : Bachelor’s Degree relevant to the job

EXPERIENCE : 3 years of relevant experience

TRAINING : 16 hours of relevant training

ELIGIBILITY : **Career Service (Professional) Second Level Eligibility**

**FUNCTIONS AND RESPONSIBILITIES:**

1. Formulates and develops long and short term plans, programs and projects in line with the Council’s objectives and function;
2. Draws up specific task / project objectives, timetable of activities, planning framework and other guidelines and methodologies in the conduct of disability-related activities of the organization;
3. Assist the Planning Officer V in project development and management and in planning, executing and controlling the division’s activities within established guidelines and policies;
4. Reviews reports and work assignments of Planning Officers / other Division staff and effects the necessary measures for improvements;
5. Coordinates with other divisions, outside institutions and international organizations to integrate plans and activities; plans, project development and management;
6. Prepares reports related to nos. 1-4.
7. Performs other duties 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](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**