

NATIONAL COUNCIL ON DISABILITY AFFAIRS

PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position Title : **One (1) Administrative Aide VI (Clerk III)**
Monthly Compensation : P14,340.00 / Salary Grade (SG) : 6
Monthly Allowance : P2,000.00
Item No. : ADA6-33
Division Where the Vacant Position Exists : Office of the Executive Director

CSC PRESCRIBED QUALIFICATION STANDARDS:

EDUCATION : **Completion of two-year studies in College or High School Graduate with relevant vocational/trade course**

EXPERIENCE : **1 Year of Relevant Experience**

TRAINING : **4 Hours of Relevant Training**

ELIGIBILITY : **Career Service (Sub-Professional) First Level Eligibility**

FUNCTIONS AND RESPONSIBILITIES:

1. Prepares and encodes correspondences, reports, memoranda and other documents;
2. Receives sorts, compiles and records incoming/ outgoing correspondences and other documents;
3. Receives/screen telephone calls and take down/relay messages to concerned staff on other officials of the Division;
4. Proofreads/collate/assists in the preparation of inputs and information materials for the Division's/Council's meetings;
5. Types request and follow it up for assistance from other Divisions;
6. Perform other job that may be assigned from time to time.

Qualified applicants may submit the following documents:

- Application letter address to OIC/Director Carmen R. Zubiaga indicating the position applied for and the item number
- Duly accomplished **Personal Data Sheet** (download at CSC website: csc.gov.ph) with latest passport size photo, competent evident identity and thumbmark
- Certified true copy of Transcript of Records and Diploma
- Authenticated copy of Certificate of Eligibility (CSC or RA 1080)
- Certificate of Employment with actual duties and responsibilities
- Certificate of Relevant Trainings/Seminars attended
- Applicants must also submit a copy of duly signed Individual Performance Contract Rating (IPCR) for the last 2 semesters Very Satisfactory rating. All applicants must have a Very Satisfactory rating during the last two (2) rating periods to qualify. For applicants from the government agency and applying for promotion a VS rating and must pass the CSC Ethics-Oriented Personality Test (EOPT). Applicants from outside the government will submit the Performance Rating of their company. However, those you have not yet been employed or just recently graduated, Performance rating shall not be required. Applications from private sector however are required also to take the CSC pre-employment test. The result of the pre-employment test will be given preference together with the NCDA written exam for the newly graduate applicants in the absence of the performance rating.

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

CARMEN REYES-ZUBIAGA

Officer-In-Charge

National Council on Disability Affairs

Isidora St. Barangay Holy Spirit, Quezon City

council@ncda.gov.ph/lgoasin@yahoo.com

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NATIONAL COUNCIL ON DISABILITY AFFAIRS

PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **One (1) Administrative Aide VI (Mechanic II)**
Monthly Compensation : P14,340.00 / Salary Grade (SG) : 6
Monthly Allowance : P2,000.00
Item No. : ADA6-38
Division Where the Vacant Position Exists : Finance and Administrative Division

CSC PRESCRIBED QUALIFICATION STANDARDS:

EDUCATION : **High School Graduate or Completion of relevant Vocational/Trade Course**
EXPERIENCE : **1 Year of Relevant Experience**
TRAINING : **4 Hours of Relevant Training**
ELIGIBILITY : **Category II (As per CSC MC 10, s 2013) Mechanic II**

FUNCTIONS AND RESPONSIBILITIES:

1. Maintains and repairs the office vehicles;
2. Drives for the Staff of the Council in fulfilling official business;
3. Performs other functions that they may be assigned from time to time.

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Date of Publication : May 24, 2018
Vacant Position : **One (1) Administrative Aide VI (Clerk III)**
Monthly Compensation : P14,340.00 / Salary Grade (SG) : 6
Monthly Allowance : P2,000.00
Item No. : ADA6-34
Division Where the Vacant Position Exists : Finance and Administrative Division

CSC PRESCRIBED QUALIFICATION STANDARDS:

EDUCATION : Completion of two-year studies in College or High School Graduate with relevant vocational/trade course
EXPERIENCE : 1 Year of Relevant Experience
TRAINING : 4 Hours of Relevant Training
ELIGIBILITY : **Career Service (Sub-Professional) First Level Eligibility**

FUNCTIONS AND RESPONSIBILITIES:

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3. Receives/screen telephone calls and take down/relay messages to concerned staff on other officials of the Division;
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5. Types request and follow it up for assistance from other Divisions;
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PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **One (1) Planning Officer II**
Monthly Compensation : P29,010.00 / Salary Grade (SG) : 15
Monthly Allowance : P 2,000.00
Item No. : PLO2-41
Division Where the Vacant Position Exists : Programs Management Division

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:

- Application letter address to OIC/Director Carmen R. Zubiaga indicating the position applied for and the item number
- Updated Curriculum Vitae/Resume with 2x2 ID picture
- Duly accomplished **Personal Data Sheet** (download at CSC website: csc.gov.ph) with latest passport size photo, competent evident identity and thumbmark
- Certified true copy of Transcript of Records and Diploma
- Authenticated copy of Certificate of Eligibility (CSC or RA 1080)
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Vacant Position : **One (1) Administrative Aide VI (Clerk III)**
Monthly Compensation : P14,340.00 / Salary Grade (SG) : 6
Monthly Allowance : P 2,000.00
Item No. : ADA6-42
Division Where the Vacant Position Exists : Technical Cooperation Division

CSC PRESCRIBED QUALIFICATION STANDARDS:

EDUCATION : Completion of two-year studies in College or High School Graduate with relevant vocational/trade course
EXPERIENCE : 1 Year of Relevant Experience
TRAINING : 4 Hours of Relevant Training
ELIGIBILITY : **Career Service (Sub-Professional) First Level Eligibility**

FUNCTIONS AND RESPONSIBILITIES:

1. Prepares and encodes correspondences, reports, memoranda and other documents;
2. Receives sorts, compiles and records incoming/ outgoing correspondences and other documents;
3. Receives/screen telephone calls and take down/relay messages to concerned staff on other officials of the Division;
4. Proofreads/collate/assists in the preparation of inputs and information materials for the Division's/Council's meetings;
5. Types request and follow it up for assistance from other Divisions;
6. Perform other job that maybe assigned from time to time.

Qualified applicants may submit the following documents:

- Application letter address to OIC/Director Carmen R. Zubiaga indicating the position applied for and the item number
- Updated Curriculum Vitae/Resume with 2x2 ID picture
- Duly accomplished **Personal Data Sheet** (download at CSC website: csc.gov.ph) with latest passport size photo, competent evident identity and thumbmark
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PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **Regional Programs Coordinator**
Monthly Compensation : P73,299.00 / Salary Grade (SG) : 24
Monthly Allowance : P 2,000.00
Item No. : RPC-28
Division Where the Vacant Position Exists : Office of the Executive Director

CSC PRESCRIBED QUALIFICATION STANDARDS:

EDUCATION : **Bachelor's Degree or Master's Degree relevant to the job**
EXPERIENCE : **4 Years of Relevant Experience**
TRAINING : **24 Hours of Relevant Training**
ELIGIBILITY : **Career Service (Professional) Second Level Eligibility**

FUNCTIONS AND RESPONSIBILITIES:

1. Provides / coordinates consultative services to all concerned agencies in the regions particularly in the formulation / adoption of regional work programs and the implementation of the same and recommends improvements of policies on linkages and networking;
2. Represents the Council in dialogues and meetings with Regional implementers, officials and other concerned entities;
3. Serves as catalyst on regional effort to initiate / strengthen programs on disability prevention, rehabilitation and equalization of opportunities for disabled persons and monitor implementation of National Plan of Action for the Decade of Disabled Persons;
4. Collaborates with the GOs / NGOs in the conduct of inter-agency / sectoral meetings to strengthen regional linkages for plan implementation;
5. Translates policies into regional plans / progress / projects and implements the same;
6. Coordinates preparation of regular reports regarding regional accomplishments in line with the Decade Plan;
7. Performs other functions that may be deemed necessary.

Qualified applicants may submit the following documents:

- Application letter address to OIC/Director Carmen R. Zubiaga indicating the position applied for and the item number
- Updated Curriculum Vitae/Resume with 2x2 ID picture
- Duly accomplished **Personal Data Sheet** (download at CSC website: csc.gov.ph) with latest passport size photo, competent evident identity and thumbmark
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PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **Chief Administrative Officer V**
Monthly Compensation : P73,299.00 / Salary Grade (SG) : 24
Monthly Allowance : P 2,000.00
Item No. : CADO-6
Division Where the Vacant Position Exists : Finance and Administrative Division

CSC PRESCRIBED QUALIFICATION STANDARDS:

EDUCATION : Master's Degree or Certificate in Leadership and Management from the CSC
EXPERIENCE : 4 years of Supervisory/Management Experience
TRAINING : 40 hours of Supervisory/Management Learning and Development Intervention undertaken within the last 5 years
ELIGIBILITY : **Career Service (Professional)/Second Level Eligibility**

PREFERRED QUALIFICATION STANDARDS:

- Certified Public Accountant (CPA)
- Master's degree in Public Administration, Business Management or any related course
- Strong background in Property, Inventory and Financial Management
- Proficiency in the use of general computer applications
- Demonstrates leadership and management skills

JOB DESCRIPTION

- The Chief Administrative Officer is responsible for supervising administrative, finance and procurement services. This includes developing and supervising the implementation of administrative policies and procedures including procurement, personnel and logistics, assets/property, records, and travel management.
- Plans, organizes, directs, coordinates and supervises all financial and administrative service functions of the Council.

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PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **Administrative Assistant VI (Computer Operator III)**
Monthly Compensation : P22,149.00 / Salary Grade (SG) : 12
Monthly Allowance : P 2,000.00
Item No. : ADAS6-1
Division Where the Vacant Position Exists : Information, Education and Communication Division

CSC PRESCRIBED QUALIFICATION STANDARDS:

EDUCATION : Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : **Career Service (Sub-Professional)/First Level Eligibility**

PREFERRED QUALIFICATION STANDARDS:

- With experience in data processing, data center, supply management, equipment maintenance and problem solving.
- Must possess reporting and documentation skills

FUNCTIONS AND RESPONSIBILITIES:

1. Assist in the processing and monitoring of uploaded data in the NCDA Disability Data Collection System;
2. Assists in the operation and monitoring of all activities related to the operations and maintenance of the servers, computers and network security using established procedures and best practices.
3. Installs, assembles and configures computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware.
4. Troubleshoots and resolves hardware, software, and connectivity problems, including user access and component configuration.
5. Responds to inquiries and requests to assistance with the Council's operating systems, networks and databases.
6. Assists in the planning, design, research and acquisition of new or upgraded hardware and software systems and maintains current knowledge of hardware, software and network technology and recommends modifications as necessary.
7. Assists in the conduct of the simple to complex ICT seminars/trainings to users and monitors the effectiveness of ICT-related training in coordination with the Finance and Administrative Division - Personnel Section.
8. Documents system problem resolutions for future reference and prepares management information reports/correspondences.
9. Performs other related duties that may be assigned.

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PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **Information Systems Analyst II**
Monthly Compensation : P31,765.00 / Salary Grade (SG) : 16
Monthly Allowance : P 2,000.00
Item No. : INFOSA2-2
Division Where the Vacant Position Exists : Information, Education and Communication Division

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**

PREFERRED QUALIFICATION STANDARDS:

- With experience in developing information systems and setting up of networks

FUNCTIONS AND RESPONSIBILITIES:

1. Formulates database structures and design for the agency;
2. Maintains and manages the Agency's Website and the corporate database;
3. Prepares required reports of the agency for submission to other government offices (DSWD, DOH and other NCDA Member agencies of the Board);
4. Assists in the preparation of NCDA Information System Strategic Plan (ISSP);
5. Prepares Terms of References (TOR);
6. Conducts Information Systems User's Training;
7. Serves as IT Technical Committee secretariat;
8. Prepares IT Procurement Plan and HARDWARE/ SOFTWARE Inventory;
9. Establishes links and network with other national and international IT groups;
10. Performs other related duties that may be assigned

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Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **Administrative Aide II (Messenger)**
Monthly Compensation : P11,200.00 / Salary Grade (SG) : 2
Monthly Allowance : P 2,000.00
Item No. : ADA2-2
Division Where the Vacant Position Exists : Finance and Administrative Division

QUALIFICATION STANDARD:

EDUCATION : Must be able to read and write/Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

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ORIGINAL SIGNED
CARMEN REYES-ZUBIAGA
Officer-In-Charge

NATIONAL COUNCIL ON DISABILITY AFFAIRS

PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **Regional Programs Coordinator**
Monthly Compensation : P73,299.00 / Salary Grade (SG) : 24
Monthly Allowance : P 2,000.00
Item No. : RPC-27
Division Where the Vacant Position Exists : Office of the Executive Director

CSC PRESCRIBED QUALIFICATION STANDARDS:

EDUCATION : Bachelor's Degree or Master's Degree relevant to the job
EXPERIENCE : 4 years of relevant experience
TRAINING : 24 hours of relevant training
ELIGIBILITY : **Career Service (Professional)/Second Level Eligibility**

FUNCTIONS AND RESPONSIBILITIES:

1. Provides / coordinates consultative services to all concerned agencies in the regions particularly in the formulation / adoption of regional work programs and the implementation of the same and recommends improvements of policies on linkages and networking;
2. Represents the Council in dialogues and meetings with Regional implementers, officials and other concerned entities;
3. Serves as catalyst on regional effort to initiate / strengthen programs on disability prevention, rehabilitation and equalization of opportunities for disabled persons and monitor implementation of National Plan of Action for the Decade of Disabled Persons;
4. Collaborates with the GOs / NGOs in the conduct of inter-agency / sectoral meetings to strengthen regional linkages for plan implementation;
5. Translates policies into regional plans / progress / projects and implements the same;
6. Coordinates preparation of regular reports regarding regional accomplishments in line with the Decade Plan;
7. Performs other functions that may be deemed necessary.

Qualified applicants may submit the following documents:

- Application letter address to OIC/Director Carmen R. Zubiaga indicating the position applied for and the item number
- Duly accomplished **Personal Data Sheet** (download at CSC website: csc.gov.ph) with latest passport size photo, competent evident identity and thumbmark
- Certified true copy of Transcript of Records and Diploma
- **Authenticated copy** of Certificate of Eligibility (CSC or RA 1080)
- Certificate of Employment with actual duties and responsibilities
- Certificate of Relevant Trainings/Seminars attended
- Applicants must also submit a copy of duly signed Individual Performance Contract Rating (IPCR) for the last 2 semesters Very Satisfactory rating. All applicants must have a Very Satisfactory rating during the last two (2) rating periods to qualify. For applicants from the government agency and applying for promotion a VS rating and must pass the CSC Promotional and Ethics-Oriented Personality Test (EOPT). Applicants from outside the government will submit the Performance Rating of their company. However, those you have not yet been employed or just recently graduated, Performance rating shall not be required. Applicants from private sector however are required also to take the CSC pre-employment test and Ethics-Oriented Personality Test (EOPT). The result of the pre-employment test and Ethics-Oriented Personality Test (EOPT) will be given preference together with the NCDA written exam for the newly graduate applicants in the absence of the performance rating.

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

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Officer-In-Charge

National Council on Disability Affairs

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PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **Administrative Officer V (Records Section)**
Monthly Compensation : P38,085.00 / Salary Grade (SG) : 18
Monthly Allowance : P 2,000.00
Item No. : ADOF5-40
Division Where the Vacant Position Exists : Finance and Administrative Division

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. Administer records management work such as organization, preservation and security of official records and documents of the council;
2. Maintains a continuing program for disposition of records in accordance with government rules and regulations;
3. Issues and certifies true/photocopies of the records, documents, etc. in the central file;
4. Takes charge of mailing and distribution of publications, and other information materials of the Council;
5. Accounts for postage used for official mails;
6. Prepares necessary reports;
7. Supervises messengerial/Reproduction services;
8. Coordinates/liases with post offices and other agencies regarding communication services;
9. Appears in court with official records of the Council when called upon; and
10. Performs other functions that may be assigned.

Qualified applicants may submit the following documents:

- Application letter address to OIC/Director Carmen R. Zubiaga indicating the position applied for and the item number
- Updated Curriculum Vitae/Resume with 2x2 ID picture
- Duly accomplished **Personal Data Sheet** (download at CSC website: csc.gov.ph) with latest passport size photo, competent evident identity and thumbmark
- Certified true copy of Transcript of Records and Diploma
- Authenticated copy of Certificate of Eligibility (CSC or RA 1080)
- Certificate of Employment with actual duties and responsibilities
- Certificate of Relevant Trainings/Seminars attended
- Applicants must also submit a copy of duly signed Individual Performance Contract Rating (IPCR) for the last 2 semesters Very Satisfactory rating. All applicants must have a Very Satisfactory rating during the last two (2) rating periods to qualify. For applicants from the government agency and applying for promotion a VS rating and must pass the CSC Promotional and Ethics-Oriented Personality Test (EOPT). Applicants from outside the government will submit the Performance Rating of their company. However, those you have not yet been employed or just recently graduated, Performance rating shall not be required. Applicants from private sector however are required also to take the CSC pre-employment test and Ethics-Oriented Personality Test (EOPT). The result of the pre-employment test and Ethics-Oriented Personality Test (EOPT) will be given preference together with the NCDA written exam for the newly graduate applicants in the absence of the performance rating.

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PUBLICATION of VACANT PLANTILLA POSITION

Pursuant to RA 7041

Date of Publication : May 24, 2018
Vacant Position : **Project Development Officer V**
Monthly Compensation : P73,299.00 / Salary Grade (SG) : 24
Monthly Allowance : P 2,000.00
Item No. : PDO5-5
Division Where the Vacant Position Exists : Technical Cooperation Division

CSC PRESCRIBED QUALIFICATION STANDARDS:

EDUCATION : **Master's Degree or Certificate in Leadership and Management from the CSC**
EXPERIENCE : **4 years of Supervisory/Management Experience**
TRAINING : **40 hours of Supervisory/Management Learning and Development Intervention undertaken within the last 5 years**
ELIGIBILITY : **CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY**

PREFERRED QUALIFICATION STANDARDS:

- Master's degree in Social Science, Communications or any related course
- Intense exposure with international relationships and networking
- Proficiency in the use of general computer applications
- Demonstrates leadership and management skills

JOB DESCRIPTION

- The Project Development Officer formulates and develops long and short-term plans / programs / projects pertaining to technical cooperation in the field of disability prevention, rehabilitation and equalization of opportunities for disabled persons in the Asia-Pacific Region;
- He provides planning framework, guidelines, methodologies and overall direction in the conduct of research, training, international, networking, expertise exchange and other programs / projects of the division;

Qualified applicants may submit the following documents:

- Application letter address to OIC/Director Carmen R. Zubiaga indicating the position applied for and the item number
- Duly accomplished **Personal Data Sheet** (download at CSC website: csc.gov.ph) with latest passport size photo, competent evident identity and thumbmark
- Certified true copy of Transcript of Records and Diploma
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