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**Republic of the Philippines**  
**National Council on Disability Affairs**  
**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of **National Council on Disability Affairs** in the CSC website:



**CARMEN REYES-ZUBIAGA**

Officer-In-Charge  
(Head of Agency)

Date: May 18, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide II (Messenger)	ADA2-2	2	P11,200.00	Must be able to read and write/Elementary School Graduate	None required	None required	None required	N/A	Finance and Administrative Division, NCDA Office, Quezon City
2	Administrative Aide VI (Clerk III)	ADA6-33	6	P14,340.00	Completion of two-year studies in College or High School Graduate with relevant vocational/ trade course or Bachelor's Degree relevant to the job	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City
3	Administrative Aide VI (Clerk III)	ADA6-34	6	P14,340.00	Completion of two-year studies in College or High School Graduate with relevant vocational/ trade course or Bachelor's Degree relevant to the job	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Finance and Administrative Division, NCDA Office, Quezon City

4	Administrative Aide VI (Clerk III)	ADA6-42	6	P14,340.00	Completion of two-year studies in College or High School Graduate with relevant vocational/ trade course or Bachelor's Degree relevant to the job	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Sub-Professional)/ First Level Eligibility	N/A	Technical Cooperation Division, NCDA Office, Quezon City
5	Administrative Aide VI (Mechanic II)	ADA6-38	6	P14,340.00	High School Graduate or Completion of relevant vocational/trade course	4 Hours of Relevant Training	1 Year of Relevant Experience	Category II (As per CSC MC 10, s 2013) Mechanic II	N/A	Finance and Administrative Division, NCDA Office, Quezon City
6	Administrative Assistant VI (Computer Operator III)	ADAS6-1	12	P22,149.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Information, Education and Communication Division, NCDA Office, Quezon City
7	Planning Officer II	PLO2-41	15	P29,010.00	Bachelor's Degree relevant to the job	4 hours of relevant Training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Programs Management Division
8	Information Systems Analyst II	INFOSA2-2	16	P31,765.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Information, Education and Communication Division
9	Administrative Officer V (Records Section)	ADOF5-40	18	P38,085.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Finance and Administrative Division
10	Regional Programs Coordinator	RPC-28	24	P73,299.00	Bachelor's Degree or Master's Degree relevant to the job	24 Hours of Relevant Training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City
11	Regional Programs Coordinator	RPC-27	24	P73,299.00	Bachelor's Degree or Master's Degree relevant to the job	24 Hours of Relevant Training	4 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Executive Director, NCDA Office, Quezon City

12	Project Development Officer V	PDO5-5	24	P73,299.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of Supervisory/ Management Learning and Development Intervention undertaken within the last 5 years	4 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility	Managing Performance/ Leading change/ Thinking Strategically & creatively	Technical Cooperation Division, NCDA Office, Quezon City
13	Chief Administrative Officer V	CADOF-6	24	P73,299.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of Supervisory/ Management Learning and Development Intervention undertaken within the last 5 years	4 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility	Managing Performance/ Leading change/ Thinking Strategically & creatively	Finance and Administrative Division, NCDA Office, Quezon City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 1, 2018.

1. Fully accomplished Personal Data Sheet (PDS) 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 present position for one (1) year (if applicable);
3. Authenticated/Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**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 Spiri, Quezon City  
[council@ncda.gov.ph](mailto:council@ncda.gov.ph)/[lgoasin@yahoo.com](mailto:lgoasin@yahoo.com)

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















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