

Republic of the Philippines
NATIONAL COUNCIL ON DISABILITY AFFAIRS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL COUNCIL ON DISABILITY AFFAIRS in the CSC website:

LEOVIGILDA G. OASIN

HRMO

Date: January 22, 2019

No.	Position Title (Parenthetical Title, if applicable)	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	11200	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 II (Messenger)	ADA2-4	2	11200	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
3	Administrative Aide VI (Clerk III)	ADA6-33	6	14340	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

4	Administrative Aide VI (Clerk III)	ADA6-34	6	14340	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
5	Administrative Aide VI (Clerk III)	ADA6-42	6	14340	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
6	Administrative Aide VI (Mechanic II)	ADA6-38	6	14340	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
7	Administrative Assistant II (Clerk IV)	ADAS2-43	8	16282	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
8	Administrative Assistant VI (Computer Operator III)	ADAS6-1	12	22149	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
9	Planning Officer II	PLO2-41	15	29010	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

10	Computer Maintenance Technologist II	CTMT2-1-2018	15	29010	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
11	Information Systems Analyst II	INFOSA2-2	16	31765	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
12	Administrative Officer V (Records Section)	ADOF5-40	18	38085	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
13	Information Technology Officer I	ITO1-2-2018	19	42099	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	Information, Education and Communication Division
14	Planning Officer IV	PLO4-38	22	58717	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Programs Management Division
15	Regional Programs Coordinator	RPC-28	24	73299	Bachelor's Degree relevant to the job preferably 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
16	Regional Programs Coordinator	RPC-27	24	73299	Bachelor's Degree relevant to the job preferably 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

17	Project Development Officer V	PDO5-5	24	73299	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
18	Chief Administrative Officer V	CADOF-6	24	73299	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	+	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 February 08, 2019.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

