

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: May 28, 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 Officer V (Supply Section)	ADOF5-41	18	40637	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, NCDA Office, Quezon City
2	Planning Officer V	PLO5-37	24	83406	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	Programs Management 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 28, 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.