

Republic of the Philippines
NATIONAL CONCILIATION AND MEDIATION BOARD
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of NATIONAL CONCILIATION AND MEDIATION BOARD in the CSC website:

Pascual

SHIRLEY M. PASCUAL, CESO III

Executive Director IV

Date: 25 July 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	Chief Administrative Officer	NCMBB-CADOF-9- 2004	24	73,299.00	Master's Degree	40 hours of training in management and supervision in the past 5 years	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	n/a	Administrative Division-Central Office
2	Chief LEO	NCMBB-CLEO-3- 1998	24	73,299.00	Master's Degree	40 hours of training in management and supervision in the past 5 years	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	n/a	RCMB-NCR
3	Conciliator- Mediator/Division Chief	NCMBB-CLTM-1- 1998	25	82,439.00	Master's Degree	40 hours of training in management and supervision in the past 5 years	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	n/a	Conciliation- Mediation Division, Central Office

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4	Conciliator-Mediator	NCMBB-CLTM-22-1998	25	82,439.00	Bachelor's Degree	32 hours of relevant training	5 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	As Assigned
5	Conciliator-Mediator	NCMBB-CLTM-28-1998	25	82,439.00	Bachelor's Degree	32 hours of relevant training	5 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	As Assigned

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 6 August 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Certificates of Training.

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


SHIRLEY M. PASCUAL, CESO III

Executive Director IV

4th Floor Arcadia Building, 860 Quezon Avenue,

Quezon City

ncmbco@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.