

Republic of the Philippines
NATIONAL CONCILIATION AND MEDIATION BOARD
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 CONCILIATION AND MEDIATION BOARD in the CSC website:

ROSE-MARIA C. MAMAOG

Administrative Officer V (HRMO)

Date: October 17, 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 Officer V (Management and Audit Analyst III)	NCMBB-ADOF5-12-2004	18	38,085.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Financial and Management Division, Central Office
2	Chief Administrative Officer	NCMBB-CADOF-8-2004	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	Research and Information Division, Central Office
3	Labor and Employment Officer I	NCMBB-LEO1-3-1998	11	20,179.00	Bachelor's Degree	none required	none required	Career Service (Professional) Second Level Eligibility	n/a	Workplace Relations Enhancement Division, Central Office

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 31 October 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 last rating period (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:

MARIA TERESITA L. CANCIO

Officer-in-Charge

4th Floor Arcadia Building, 860 Quezon Avenue,

Quezon City

ncmb_adm@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.