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CS Form No. 9
Series of 2017

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

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must be in MS Excel format



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 BY:

Shirley M. Pascual

SHIRLEY M. PASCUAL, CESO III

Executive Director IV

Date: 7 May 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 Assistant III	NCMBB-ADAS3-4-2004	9	17,473.00	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	n/a	Office of the Executive Director
2	Administrative Aide IV	NCMBB-ADA4-2-2004	4	12,674.00	Completion of two-year studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	n/a	Office of the Executive Director
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
4	Administrative Assistant II	NCMBB-ADAS2-11-2004	8	16,282.00	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	n/a	Administrative Division, Central Office