

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:

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FELIX G. BELZA JR
HRMO

Date: 30-Sep-21

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 ASSISTANT III	NCMBB-ADAS3-4-2019	9	19,593.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	n/a	Regional 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 October 11, 2021.

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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

FRANCIS A. GONZALO JR
Director II
2/F Arcadia Bldg., 860 Quezon Ave., Quezon City
rcmb4b@ncmb.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.