


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:

  
PAMELA R. BABALCON  
Administrative Officer IV

**HRMO**

Date: 27-Nov-18

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	NCMB-ADAS3-28-2004	9	17,473.00	Completion of two-year studies in college	4 hoursof relevant training	1 year of relevant experience	Career Service Sub-professional/First level eligibility		Tacloban 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 December 10, 2018.

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](http://www.csc.gov.ph);
2. Performance rating for the last two (2) rating periods (if applicable);
3. Certificate of eligibility/rating/license duly authenticated by the Civil Service Commission
4. Transcript of Scholastic Records and Diploma (certified true copy by the school)
5. Copies of training certificates (NOTE: Original copy to be shown)
6. Updated Service Records for existing government employee, and/or certificate of employment for non-government applicants
7. Certification (to be issued by the present employer) as to the Number of Absences Incurred on Account of Illness during the last six (6) months prior to application
8. Statement of Actual Duties and Responsibilities on the current and previous positions held
9. Proofs of Awards Received, if any

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

\_\_\_\_\_  
DIR. GEMMA R. POLOYAPOY  
\_\_\_\_\_  
Regional Branch Director  
\_\_\_\_\_  
National Conciliation and Mediation Board  
\_\_\_\_\_  
Regional Branch No. 8  
\_\_\_\_\_  
Tacloban City  
\_\_\_\_\_  
[ncmbrb8@yahoo.com](mailto:ncmbrb8@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

