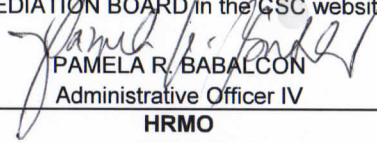


Republic of the Philippines
NATIONAL CONCILIATION AND MEDIATION BOARD
Request for Publication of Vacant Positions

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: August 13, 2019

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 Aide VI	NCMB-ADA6-28-2004	6	14,847.00	Completion of two-year studies in college	none required	none required	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 August 30, 2019.

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. Certificate of eligibility/rating/license duly authenticated by the Civil Service Commission
3. Transcript of Scholastic Records and Diploma (certified true copy by the school)
4. 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.