Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

CIVIL SERVICE COMMISSION - NCR
SSS - FIELD OFFICE
RECEIVED
25 JUL 2017
BY:

CALL FOR APPLICANTS

Applicants must meet the Qualification Standard of vacant position and submit the following requirements in Human Resource Development Division – Central Office on or before **August 11, 2017**.

1. Application letter address to:

   HON. YASMIN BUSRAN-LAO
   Secretary/Commission Chairman IV
   National Commission on Muslim Filipinos
   79 Jocfer Annex Building Commonwealth
   Avenue Diliman, Quezon City 1127

   Note: Please indicate the position and item number in your application letter.

2. Properly accomplished Personal Data Sheet (PDS) Revised 2017 with Work Experience Sheet. (Downloadable at **www.csc.gov.ph**)

3. Copy of Individual Performance Commitment Review (IPCR) for the last rating period (for promotion and transfer of Government employees)

4. Certified true copies of the following:

   - Authenticated Certificate of Eligibility (Civil Service Eligibility, R.A. 1080 and other eligibilities under special laws etc.)
   - Diploma and Transcript of Records
   - Trainings/Seminars attended

5. Certificate of employment with statement of actual duties and responsibilities and/or Position Description Form signed by proper authority.

For more details, please call at Telephone No. 952-64-19.

MA. LINA U. BATACAN
Chief Administrative Officer
Human Resource Development Division

79 JOCFER BLDG., COMMONWEALTH AVENUE, DILIMAN, QUEZON CITY, PHILIPPINES TEL. NOS. (02) 952-4540 TELEFAX NO. (02) 952-4875
Email: ncmf.osec@gmail.com Website: www.ncmf.gov.ph

№ 21515

NATIONAL COMMISSION on MUSLIM FILIPINOS

79 Jocfer Annex Building Commonwealth Avenue Diliman Quezon City 1127

Date of Publication
JUL 25 2017
CSC-SSS FO

Publication of Vacant Positions
Pursuant to Republic Act 7041
Date of Publication: July 25, 2017

NO	POSITION TITLE	SG	ITEM NUMBER	QUALIFICATION STANDARDS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
	ADMINISTRATIVE SERVICE						
1	Administrative Officer III Cashier II	14	NCMFB-ADOF3-28-2014	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional 2nd Level Eligibility
	PLANNING SERVICE						
2	Project Evaluation Officer I	11	NCMFB-PEO1-31-2014	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional 2nd Level Eligibility
3	Administrative Aide IV Clerk II	4	NCMFB-ADA4-26-2014	Completion of 2 years studies in college	None Required	None Required	Career Service Sub-Professional 1st Level Eligibility
4	Statistician I	11	NCMFB-STAT1-35-2014	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional 2nd Level Eligibility
5	Computer Programmer II	15	NCMFB-COMPRO2-32-2014	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional 2nd Level Eligibility
	BUREAU OF MUSLIM CULTURAL AFFAIRS						
6	Development Management Officer II	15	NCMFB-DMO2-49-2014	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional 2nd Level Eligibility
	BUREAU OF MUSLIM SETTLEMENT						
7	Development Management Officer III	18	NCMFB-DMO3-50-2014	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Career Service Professional 2nd Level Eligibility
8	Development Management Officer II	15	NCMFB-DMO2-56-2014	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional 2nd Level Eligibility
	BUREAU OF PEACE AND CONFLICT RESOLUTION						
9	Development Management Officer II	15	NCMFB-DMO2-64-2014	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional 2nd Level Eligibility
	VISAYAS REGIONS VI, VII AND VIII						
10	Administrative Aide I	1	NCMFB-ADA1-40-2014	Elementary School Graduate	None Required	None Required	None Required
11	Development Management Officer II	15	NCMFB-DMO2-112-2014	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional 2nd Level Eligibility
	COTABATO REGION XII-A						
12	Administrative Aide VI Accounting Clerk II	6	NCMFB-ADA6-45-2014	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional 1st Level Eligibility
13	Development Management Officer II	15	NCMFB-DMO2-166-2014	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional 2nd Level Eligibility
14	Administrative Aide IV Clerk II	4	NCMFB-ADA4-135-2014	Completion of 2 years studies in college	None Required	None Required	Career Service Sub-Professional 1st Level Eligibility
	LANAO REGION XII-B						
15	Accountant III	19	NCMFB-A3-35-2014	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	R.A. 1080 CPA