


Republic of the Philippines
National Commission on Muslim Filipinos
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of National Commission on Muslim Filipinos (NCMF) in the CSC website:


18SEP 19 4:24PM


FE CECILIA T. PARAÑAL
Acting Chief
Human Resource Development Division
Date : **September 20, 2018**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Development Management Officer I	NCMFB-DMO1-57-2014	11	₱ 20,179.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / 2nd level eligibility		Northern Mindanao Region X
2	Accountant III	NCMFB-A3-35-2014	19	₱ 42,099.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	RA 1080 CPA		Lanao Region XII-B

Interested applicants shall submit the following documents personally or courier to the address below, in NCMF-Central Office or to NCMF Regional Office concerned on or before **SEPTEMBER 30, 2018**.

1. Application letter address to:

FE CECILIA T. PARAÑAL

Acting Chief, Human Resource Development Division

National Commission on Muslim Filipinos

79 Jocfer Annex Bldg. Commonwealth Avenue Diliman Quezon City 1121

Note: Please indicate the POSITION and ITEM NUMBER in your application letter.

2. Fully accomplished **Personal Data Sheet (PDS)** with **Work Experience Sheet (WES)** and recent passport-sized picture (CS Form No. 212, Revised 2017).
3. Certified true copy of performance rating in the last rating period (IPCR, DPCR or OPCR for promotion and transfer)
4. Certified true copy of certificate of eligibility/rating/license; and
5. Certified true copy of Transcript of Records.
6. Certified true copy of Seminars/Training attended. (If applicable)
7. Certified true copy of certificate of employment stating the duration of employment with actual duties and responsibilities. (If applicable)

NOTE: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

For inquiries, you may contact the Human Resource Development Division, Administrative Service at 952-64-19.