


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

**10 SEP 17 1:33PM**

**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:

  
**MA. LINA U. BATACAN**  
Acting Chief  
Human Resource Development Division  
Date : September 18, 2018

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
1	Supervising Administrative Officer [Human Resource Management Officer IV]	NCMEB-SADOF-23-2014	22	P 58,717.00	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Career Service Professional / 2nd level eligibility	Administrative Service

Interested applicants shall submit the following documents personally or courier to the address below, in NCMF Central Office on or before **SEPTEMBER 28, 2018**.

1. Application letter address to:

**MA. LINA U. BATACAN**

Acting Chief, Human Resource Development Division  
National Commission on Muslim Filipinos

79 Jocer 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.