

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:

Cecilia T. Paranal
FE CECILIA T. PARANAL
Acting Chief
Human Resource Development Division
Date : January 8, 2019

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Assistant I	NCMFB-ADAS1-23-2014	7	15,738.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional / 1st level eligibility		Administrative Service
2	Development Management Officer III	NCMFB-DMO3-47-2014	18	40,637.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Career Service Professional / 2nd level eligibility		Bureau of Muslim Cultural Affairs
3	Administrative Officer III [Supply Officer II]	NCMFB-ADOF3-31-2014	14	27,755.00	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional / 2nd level eligibility		National Capital Region
4	Development Management Officer V	NCMFB-DMO5-46-2014	24	83,406.00	Master's Degree or Certificate of Leadership and Management from CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	Career Service Professional / 2nd level eligibility		National Capital Region
5	Development Management Officer III	NCMFB-DMO3-60-2014	18	40,637.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Career Service Professional / 2nd level eligibility		National Capital Region
6	Development Management Officer IV	NCMFB-DMO4-53-2014	22	65,319.00	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Career Service Professional / 2nd level eligibility		South Luzon Regions A, IV-B and V
7	Administrative Officer III [Records Officer II]	NCMFB-ADOF3-39-2014	14	27,755.00	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
8	Development Management Officer V	NCMFB-DMO5-74-2014	24	83,406.00	Master's Degree or Certificate of Leadership and Management from CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	Career Service Professional / 2nd level eligibility		Davao Region XI

(Please see instructions at next page)

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	

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 **January 18, 2019**.

1. Application letter address to:

HON. SAIDAMEN B. PANGARUNGAN

Secretary/CEO

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.