

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of NATIONAL CONCILIATION AND MEDIATION BOARD in the CSC website:



AERRINE MARIE R. REYES
OIC-Director

Date: October 23, 2019

No.	Position Title	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 (Clerk III)	NCMBB-ADA6-34-2004	6	14,847.00	Completion of 2 years in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Region XI
2										
3										
4										
5										

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. Please signify your interest in writing and attach the following documents to your application letter and send to the address below not later than **November 08, 2019**, to wit:

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. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

AERRINE MARIE R. REYES
OIC-Director

AMQ Building Quezon Boulevard, Brgy. 31-D, Davao City
ncmbrb11@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.