

Place of Assignment :	Palawan Provincial Office
Position Title :	Administrative Officer IV (Administrative Officer II)
Plantilla Item No. :	NCIPB-ADOF4-50-2008
Salary/Job/Pay Grade :	15
Monthly Salary :	Php 35,097.00
Eligibility :	Career Service (Professional) Second Level Eligibility
Education :	Bachelor's degree
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	Delivering Service Excellence

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 23, 2022.

Documents:

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:

JULIET L. BERNALES

Chief Administrative Officer

NATIONAL COMMISSION ON INDIGENOUS PEOPLE

3rd Floor Argo Building 574 EDSA corner P. Tuazon Blvd., Cubao, Quezon City

region4b@ncip.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**Posting Date :** May 13, 2022**Closing Date :** May 23, 2022