



Date: FEB 11 2025

## **NOTICE OF VACANCY**

The National Commission of Senior Citizens (NCSC) has six (6) vacant Permanent positions with details as follows:

### **CHIEF ADMINISTRATIVE OFFICER - REPUBLICATION**

Item number : NCSCB-CADOF-13-2021  
Compensation : SG 24 (Php 98,185.00)  
Place of : General Services Division – Central Office  
Assignment

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Master's Degree or Certificate in Leadership and Management from the CSC  
Experience : Four (4) years of supervisory/management experience  
Training : Forty (40) hours of supervisory/management learning and development intervention  
Eligibility : Career Service Professional/Second Level Eligibility

### **JOB DESCRIPTION**

Under direction, performs supervisory functions, professional/administrative functions in the implementation of policies: and does other related work.

#### **Functions and Responsibilities:**

1. Provides inputs to the Director IV of the Administrative and Finance Service and the Commission and implement the plans, programs and guidelines along:
  - a. Agency premises maintenance and operations supervision (housekeeping programs, sanitation, scheduling and monitoring of personnel assignments, etc.);
  - b. Waste collection, hauling and disposal;
  - c. Maintenance and upgrading of furniture and fixtures;
  - d. Assignment and scheduling of contractual services of janitorial services and other manpower services;
  - e. Energy Management Program;
  - f. Asset Management;
  - g. Transportation scheduling and management;
  - h. Procurement activities; and
  - i. Other administrative support functions.
2. Leads in the monitoring of division-related plans, policies, programs and activities;
3. Participates in the agency meetings as the need arises;
4. Finalize and submit accomplishment reports of the Division and other reportorial requirements;
5. Supervision of the staff and day-to-day activities of the division;
6. Coaches staff in the division and evaluates their performance in accordance with the approved SPMS;
7. Ensure records are organized and uploaded in the document profiling and archiving system on time;
8. Spearheads and finalizes the division annual work programs as input in the budget of the agency including PPMP every last quarter of the year for the next succeeding year.
9. Perform such other functions as may be delegated by the supervisor.

### **PROJECT DEVELOPMENT OFFICER V - REPUBLICATION**

Item number : NCSCB-PDO5-7-2024  
Compensation : SG 24 (Php 98,185.00)

Place of Assignment : Operations Division - Regional Office III

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Master's Degree or Certificate in Leadership and Management from the CSC  
Experience : Four (4) years of supervisory/management experience  
Training : Forty (40) hours of supervisory/management learning and development intervention  
Eligibility : Career Service Professional/Second Level Eligibility

**JOB DESCRIPTION**

Heads the Operations Division and ensures that the overall deliverables of the division are being undertaken considering the efficiency and effectiveness of the use of available resources. Generally, the position provides leadership and strategic support function by overseeing the programs, activities and projects, aligning the mandates of the agency with the specific roles and responsibilities of staff under it.

**Functions and Responsibilities:**

1. Supervise the Operations Division and oversee the operations of the programs and sub-programs in the region in consonance with the vision, mission and organizational goals of the Commission.
2. Supervise and monitor the preparation and submission of the various operational reports in the region.
3. Supervise regular events, projects, and other related research and documentation of the Regional Office.
4. Monitor and supervise the personnel of the Division in the regional office.
5. Report to and assist the Regional Director on matters concerning the regional operations of the NCSC programs and activities.
6. Represent the Operations Division in various committee meetings, both internal and external to the NCSC.
7. Perform other related functions as may be assigned by the Regional Director and/or the NCSC Management.

**PROJECT DEVELOPMENT OFFICER III - REPUBLICATION**

Item number : NCSCB-PDO3-7-2024  
Compensation : SG 18 (Php 51,304.00)  
Place of Assignment : Operations Division - Regional Office IV-B

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job  
Experience : Two (2) years of relevant experience  
Training : Eight (8) hours of relevant training  
Eligibility : Career Service Professional/Second Level Eligibility

**JOB DESCRIPTION**

Acts as the focal person for the promotion of NCSC Programs in the Region and coordinates with the immediate supervisors on the status of the implementation of various programs.

**Functions and Responsibilities:**

1. Acts as the focal person for the promotion of NCSC Programs in the region;
2. Supports or assists the immediate supervisors in the performance of functions and in meeting the expected outputs/outcome;

3. Submits to the PDO IV the program accomplishments and other concerns on the promotion of NCSC Programs in the region;
4. Ensures that the inherent tasks are carried out as expected;
5. Conducts the following but not exhaustive or limited to research gathering of primary and secondary data, conduct of activity, and documentation of proceedings;
6. Participates in team/Division meetings for efficient coordination and delivery of the programs;
7. Provides technical assistance to internal and external stakeholders relative to the programs of the NCSC in the region;
8. Facilitates and recommends to immediate supervisors the immediate resolution of grievances on program concerns;
9. Keeps a master list of program beneficiaries;
10. Supports the immediate supervisors in the monitoring and managing the operations of residential care facilities;
11. Submits monthly, quarterly, semestral and annual accomplishment reports and other related documents such as IPC, IPCR, etc.
12. Reviews, develops, enhances, recommends, and disseminates guidelines, policies and other related documents;
13. Conducts orientation on the different programs of NCSC in the region; and
14. Performs other functions as may be delegated or directed by the immediate supervisors.

### **INFORMATION SYSTEMS ANALYST I - REPUBLICATION**

Item number : NCSCB-INFOSA1-21-2021  
 Compensation : SG 12 (Php 32,245.00)  
 Place of Assignment : Information Management and ICT Division - Central Office

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job  
 Experience : None required  
 Training : None required  
 Eligibility : Career Service Professional/Second Level Eligibility

### **JOB DESCRIPTION**

Under direct supervision, assists in analyzing, designing, and developing information systems by gathering requirements, documenting processes, and collaborating with teams to implement efficient solutions aligned with agency objectives.

#### **Functions and Responsibilities:**

1. Assist in the collection and documentation of detailed user and organizational requirements;
2. Assist in the identification of critical system functionalities that are necessary to achieve organizational objectives;
3. Develop clear and simple diagrams or workflows to represent system processes;
4. Support the creation of system interfaces by preparing basic mockups, wireframes, or prototypes;
5. Collaborate closely with developers to ensure system features are in line with design specifications;
6. Perform basic testing to identify potential issues, document defects, and ensure functionality meets requirements;
7. Prepare and maintain clear and concise system documentation, including user manuals and design summaries;
8. Organize and record system feedback to inform future improvements and updates;

9. Assist in training users during the implementation of new systems to ensure effective adoption;
10. Provide first-line support for basic system-related issues, troubleshooting and escalating as needed; and
11. Performs other functions as may be delegated or directed by the immediate supervisors.

**TWO (2) PROJECT DEVELOPMENT OFFICERS I - REPUBLICATION**

Item number : NCSCB-PDO1-48-2021  
 NCSCB-PDO1-49-2021  
 Compensation : SG 11 (Php 30,024.00)  
 Place of : Wellness, Health, Emergency Response and Benefits Division (WHERBD)  
 Assignment

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job  
 Experience : None required  
 Training : None required  
 Eligibility : Career Service Professional/Second Level Eligibility

**JOB DESCRIPTION**

Acts as the focal person for facilitating benefits for older persons, assists supervisors in achieving program outcomes, submits reports on accomplishments, ensures task execution, responds to inquiries, provides technical assistance, maintains beneficiary records, coordinates with stakeholders, monitors implementation, conducts orientations, disseminates policies, and performs other assigned duties.

**Functions and Responsibilities:**

1. Acts as the focal person for the facilitation of other benefits for older persons;
2. Supports or assists the immediate supervisors in the performance of functions and in meeting the expected outputs/outcomes;
3. Submits to the PDO IV the program accomplishments and other concerns on the facilitation of other benefits for older persons;
4. Ensures that the inherent tasks are carried out as expected;
5. Responds to public inquiries, notes grievances and provides technical assistance on general program-related concerns. If specific concerns, to forward the same to focal persons;
6. Participates in team/Division meetings for efficient coordination and delivery of the programs;
7. Keeps a master list of program beneficiaries;
8. Provides technical assistance to internal and external stakeholders relative to facilitation of other benefits for older persons;
9. Facilitates and recommends to immediate supervisors the immediate resolution of grievances on program concerns;
10. Monitors program implementation by the Division and counterparts from the clustered regional offices;
11. Submits monthly, quarterly, semestral and annual accomplishment reports and other related documents such as IPC, IPCR, etc;
12. Conducts orientation on the facilitation of other benefits for older persons;
13. Disseminates guidelines, policies, and other related documents; and,
14. Performs other functions as may be delegated or directed by the Immediate supervisor.

Qualified applicants are encouraged to submit application/s in accordance with the guidelines provided below on or before FEB 24 2025:

List of requirements:

1. Application Letter stating the desired position, item number/code, salary grade, and office/bureau/service/unit addressed to Director Mila A. Rodrigo of the Administrative and Finance Service (AFS);

2. Duly signed and updated Personal Data Sheet (PDS) with recent passport-size picture and thumbmark;
3. Duly accomplished Work Experience Sheet;
4. Copy of Transcript of Record and/or Diploma (Certified by the school registrar);
5. Copy of Certificate of Grades for Master's Degree earned units (Certified by the school registrar, if applicable);
6. Copy of training certificates;
7. Copy of Service Record (if applicable)
8. Certificate of Employment indicating the duties and responsibilities duly signed by the Head of Agency/immediate supervisor/HR personnel;
9. Copy of Individual Performance Commitment Review (IPCR) Rating for the last rating period (for government employees) or similar Performance Rating document for applicants from the private sector; and
10. Copy of Civil Service Eligibility and/or Valid PRC ID.

Applicants shall SUBMIT/SEND APPLICATION with complete documentary requirements in **one (1) PDF file format** with at least 1MB using this link <https://combinepdf.com> on or before the end of the publication period to [recruitment@ncsc.gov.ph](mailto:recruitment@ncsc.gov.ph)

**Files should be in COMBINED PDF and must not be compressed into archive file formats such as RAR or ZIP. If applying for multiple positions, submit a separate set for each.**

**Requests for extension of submission and applications with incomplete documents shall not be entertained.**

**NOTE : Any application emailed to [recruitment@ncsc.gov.ph](mailto:recruitment@ncsc.gov.ph) shall use the email subject (Surname\_Item Number\_Office Assignment), otherwise it will not be entertained nor processed.**

Email subject Example: **CRUZ\_NCSCB-ADOF2-123-2005\_HRDD**

You will be notified of the next recruitment process, should you meet the minimum qualification standards required by the position based on your submitted documents.

Rest assured that all applications will be processed in accordance with existing civil service rules and regulations.

  
**MIRA A. RODRIGO**  
Director IV  
Administrative and Finance Service