



Date: FEB 12 2025

## **NOTICE OF VACANCY**

The National Commission of Senior Citizens (NCSC) has two (2) vacant Permanent positions with details as follows:

### **CHIEF ADMINISTRATIVE OFFICER - REPOSTING**

Item number : NCSCB-CADOF-12-2021  
Compensation : SG 24 (Php 98,185.00)  
Place of :  
Assignment : Human Resource Development Division – Central Office

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Master's Degree or Certificate in Leadership and Management from the CSC  
Training : Four (4) years of supervisory/management experience  
Experience : 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. Implement personnel policies, human resource management and development policies and procedures in conformity with Civil Service laws, rules and regulations;
2. Integrate personnel management policies and practices into the Commission's corporate strategies;
3. Handle employee relations from manpower planning, recruitment and placement, job analysis, compensation and benefits administration, and payroll/benefits processing;
4. Institute systems to investigate complaints and alleged cases of administrative infractions or misconduct (malfeasance, misfeasance and/or nonfeasance), and recommend management actions on administrative and disciplinary cases;
5. Undertake human resource need assessment, training needs and career development for continuing skills and knowledge enhancement programs to optimize employees' effectiveness and productivity towards the achievement of the Commission's objectives and strategic plans;
6. Undertake the custody and maintenance of personnel files and documents;
7. Create a mechanism to facilitate free and continued dialogue between management and employees to ensure information dissemination and feedback with regard to personnel policies and employee welfare and labor relations; and
8. Perform such other functions as may be delegated or directed by the Commission, the CEO and the Executive Director related to or in connection with the foregoing.

### **ACCOUNTANT I - REPOSTING**

Item number : NCSCB-A1-33-2021  
Compensation : SG 12 (Php 32,245.00)  
Place of :  
Assignment : Finance Division – Central Office

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's degree in Commerce/Business Administration major in Accounting  
Training : None required  
Experience : None required  
Eligibility : RA 1080 (Certified Public Accountant)

## JOB DESCRIPTION

Under direct supervision, performs professional/administrative functions related to accounting and budgeting matters in the Commission

### **Functions and Responsibilities:**

1. Assists the Accountant III in supervising and directing the activities of the accounting unit in the Central Office and accounting related transactions in the Regional Offices;
2. Checks journalizations and postings to book of accounts;
3. Reviews and verifies accounting documents and correspondence for the signature of the Accountant III;
4. Assists in the preparation of trial balance and other financial statements and reports, as required;
5. Does other related work.

Qualified applicants are encouraged to submit application/s in accordance with the guidelines provided below on or before FEB 22 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.

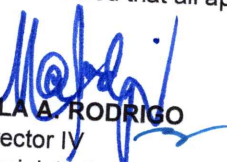
**Requests for extension of submission and applications with incomplete documents shall not be entertained.**

**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.

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