



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION OF SENIOR CITIZENS**

Penthouse, The Upper Class Tower, Quezon Avenue, Diliman, Quezon City  
Email address: [contact@ncsc.gov.ph](mailto:contact@ncsc.gov.ph)



Date: APR 04 2025

**NOTICE OF VACANCY**

The National Commission of Senior Citizens (NCSC) has twenty-five (25) vacant Permanent positions with details as follows:

**BOARD SECRETARY V**

Item number : NCSCB-BS5-13-2021  
Compensation : SG 24 (Php 98,185.00)  
Place of : Board Secretariat - Central Office  
Assignment : Base Office: Quezon City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

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

**JOB DESCRIPTION**

Supervise personnel engaged in various aspects of office administration and ensuring the systematic maintenance of records, including Commission reports, resolutions, minutes of meetings, and databases relevant to the NCSC's mandate. Coordinates agenda items, facilitates meetings, provides secretariat support, and maintains documentation for meetings of the Commission en banc and its committees, including the Executive Committee (EXECOM), Management Committee (ManCom), and other special national committees.

**Functions and Responsibilities:**

1. Supervise a group of personnel engaged in specific area/s of office administration;
2. Supervise the maintenance of systematic records of Commission related reports, Resolutions, Minutes of the Meetings and other databases related to NCSC's mandate;
3. Supervise the study, interpretation, analysis, and promulgation of proposed laws/guidelines pertaining to the mandate of NCSC;
4. Coordinate activities such as the formulation of policies, plans and programs for the benefits and welfare of the Senior Citizens;
5. Undertake short-term policy reviews to provide critical analyses of development issues and policy alternatives for the SCs by the Commission en banc;
6. Coordinate the agenda items, facilitate meetings, provide secretariat support, and prepare and keep documentation of the meetings of the Commission en banc and its Committees: Executive Committee (EXECOM), Management Committee (ManCom); Regional Directorate; and other special national committees;
7. Serve as the official records custodian of all Commission decisions through resolutions, minutes of the EXECOM meetings, and other corporate documents of the NCSC;
8. Closely monitors all FOs, making sure that all units are pursuing a common road map, consistent with the Commission's reform agenda and strategic plan and compliance of COs and FOs decisions and directives; and,
9. Coordinate, apprise and keep the Chairperson and Commissioners appointments.
10. Perform other functions as may be delegated or directed by the immediate supervisors

**CHIEF ADMINISTRATIVE OFFICER**

Item number : NCSCB-CADOF-13-2021  
Compensation : SG 24 (Php 98,185.00)

Place of : General Services Division - Central Office  
Assignment Base Office: Quezon City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

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

**CHIEF ADMINISTRATIVE OFFICER**

Item number : NCSCB-CADOF-14-2021  
Compensation : SG 24 (Php 98,185.00)  
Place of : Finance Division - Central Office  
Assignment Base Office: Quezon City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

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

**JOB DESCRIPTION**

Oversees and manages all financial operations, including accounting, budgeting, regulatory compliance, and financial reporting. Ensures alignment with government regulations, internal policies, and strategic goals while also presenting financial reports and concerns to the Commission.



### **Functions and Responsibilities:**

1. Manages and supervises the operation of the Finance Division to include among others the following functions:
2. Oversee, monitor, review financial accounting transactions and reporting. Stay up to date with technological advances and accounting software as a tool to be used for financial purposes;
3. Oversee, monitor, review and manage the compilation of budgets using actual performance against forecasted budgets, expense reports and other data source to control funds and provide for proper financial administration;
4. Oversee, monitor, review compliance with government rules and regulations (COA, BIR, DBM, and other relevant legislation) including other existing Financial Standard Policies and Procedure for Finance Division;
5. Oversee, monitor, review operations of the Finance Division, set goals, objectives and design framework for these to be meet;
6. Presentation of the financial reports to the Commission;
7. Presentation of agenda, issues and concerns of the Finance Division;
8. Compliance and reporting on the specific as required and directives of the Chairperson and the Commission;
9. Attendance/responsibility on various assignment as member or Chairperson of such particular committee that involves representative under the Finance Division; and
10. Perform other duties and responsibilities as directed by superiors.

### **PROJECT DEVELOPMENT OFFICER V**

Item number : NCSCB-PDO5-41-2021  
Compensation : SG 24 (Php 98,185.00)  
Place of : Operations Division - Regional Office I  
Assignment : Base Office: La Union

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

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

Item number : NCSCB-PDO5-7-2024  
Compensation : SG 24 (Php 98,185.00)  
Place of : Operations Division - Regional Office III  
Assignment : Base Office: Pampanga

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

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

Item number	:	NCSCB-PDO5-43-2021
Compensation	:	SG 24 (Php 98,185.00)
Place of Assignment	:	Operations Division - Regional Office IV-A Base Office: Malate, Manila

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

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

Item number : NCSCB-PDO5-8-2024  
Compensation : SG 24 (Php 98,185.00)  
Place of : Operations Division - Regional Office IV-B  
Assignment : Base Office: Malate, Manila

#### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Master's Degree or Certificate in Leadership and Management from the CSC  
Training : Forty (40) hours of supervisory/management learning and development intervention  
Experience : Four (4) years of supervisory/management experience  
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 IV - REPUBLICATION**

Item number : NCSCB-PDO4-12-2024  
Compensation : SG 22 (Php 78,162.00)  
Place of : Operations Division - Regional Office X  
Assignment : Base Office: Cagayan de Oro City

#### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job  
Training : Sixteen (16) hours of relevant training  
Experience : Three (3) years of relevant experience  
Eligibility : Career Service Professional/Second Level Eligibility

## **JOB DESCRIPTION**

Supports the PDO V in implementing and monitoring programs related to volunteerism, job-matching, and the promotion of age-friendly LGUs, while also coordinating with public and private stakeholders. Supervises subordinates, consolidating reports, providing technical assistance, and facilitating meetings, conferences, and policy development.

### **Functions and Responsibilities:**

1. Supports or assists the PDO V in the performance of functions and in meeting the expected outputs/outcome of the Division.
2. Reports to the PDO V the program accomplishments and other concerns on volunteerism, coordination with public and private stakeholders on job-matching, and promotion of age-friendly LGUs (Provincial, cities and municipalities).
3. Supervises subordinates and ensures that the inherent functions of the supervisee/s are carried out as expected.
4. Delegates tasks to subordinates such as but not exhaustive or limited to research, gathering of primary and secondary data, conduct of activity, and documentation of proceedings.
5. Conducts team meetings for efficient coordination and delivery of the programs.
6. 1.Provides technical assistance to internal and external stakeholders relative to volunteerism, coordination with public and private stakeholders on job-matching, and promotion of age-friendly LGUs (Provincial, cities and municipalities).
7. 1.Facilitates case conference when necessary especially in finding resolutions to grievances.
8. Keeps a consolidated master list of program beneficiaries.
9. Monitors program implementation by the Division and counterparts from the clustered regional offices.
10. Consolidates monthly, quarterly, semestral and annual accomplishment reports or delegates/assigns consolidation of reports when necessary. Consolidation also includes submission and review of IPC and IPCRs of subordinates.
11. Reviews, develops, enhances, recommends, and disseminates guidelines, policies and other related documents.
12. Consolidates and polishes comments/inputs on draft guidelines, policies or related documents.
13. Leads and facilitates the conduct of National Advisory Board Conferences. (Counterparts at the FO level shall facilitate Regional Advisory Body Conferences).
14. Performs other functions as may be delegated or directed by the PDO V and/or the Program Director.

## **PROJECT DEVELOPMENT OFFICER III**

Item number : NCSCB-PDO3-6-2024  
Compensation : SG 18 (Php 51,304.00)  
Place of : Operations Division - Regional Office IV-B  
Assignment : Base Office: Malate, Manila

### **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.

#### **ADMINISTRATIVE OFFICER V**

Item number : NCSCB-ADOF5-8-2024  
 Compensation : SG 18 (Php 51,304.00)  
 Place of : Administrative and Finance Section - Regional Office IV-B  
 Assignment : Base Office: Malate, Manila

#### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job  
 Training : Eight (8) hours of relevant training  
 Experience : Two (2) years of relevant experience  
 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. Acts as the Section Head of the Administrative and Finance Section;
2. Conducts research on pertinent and updated issuances of governing bodies relative to Human Resource Management, General Services (Records, Cashiering, Procurement, Supply Management among others) and Finance administration;
3. Prepares Project Procurement Management Plans (PPMPs) for supplies, materials and equipment and prepare the Annual Procurement Plan (APP), and does other procurement tasks;
4. Conduct of regular inventories of supplies and equipment;
5. Undertake the custody and maintenance of personnel files and documents, and other records of the Regional Office;
6. Provide technical assistance for HR matters and do related works such as prepare communications and work programs; and
7. Performs other administrative and financial tasks as may be assigned from time to time.

#### **ADMINISTRATIVE OFFICER V**

Item number : NCSCB-ADOF5-9-2024



Compensation : SG 18 (Php 51,304.00)  
Place of : Administrative and Finance Section - Regional Office V  
Assignment : Base Office: Legazpi City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job  
Training : Eight (8) hours of relevant training  
Experience : Two (2) years of relevant experience  
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. Acts as the Section Head of the Administrative and Finance Section;
2. Conducts research on pertinent and updated issuances of governing bodies relative to Human Resource Management, General Services (Records, Cashiering, Procurement, Supply Management among others) and Finance administration;
3. Prepares Project Procurement Management Plans (PPMPs) for supplies, materials and equipment and prepare the Annual Procurement Plan (APP), and does other procurement tasks;
4. Conduct of regular inventories of supplies and equipment;
5. Undertake the custody and maintenance of personnel files and documents, and other records of the Regional Office;
6. Provide technical assistance for HR matters and do related works such as prepare communications and work programs; and
7. Performs other administrative and financial tasks as may be assigned from time to time.

**ADMINISTRATIVE OFFICER V**

Item number : NCSCB-ADOF5-11-2024  
Compensation : SG 18 (Php 51,304.00)  
Place of : Administrative and Finance Section - Regional Office X  
Assignment : Base Office: Cagayan de Oro City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job  
Training : Eight (8) hours of relevant training  
Experience : Two (2) years of relevant experience  
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. Acts as the Section Head of the Administrative and Finance Section;
2. Conducts research on pertinent and updated issuances of governing bodies relative to Human Resource Management, General Services (Records, Cashiering, Procurement, Supply Management among others) and Finance administration;
3. Prepares Project Procurement Management Plans (PPMPs) for supplies, materials and equipment and prepare the Annual Procurement Plan (APP), and does other procurement tasks;
4. Conduct of regular inventories of supplies and equipment;
5. Undertake the custody and maintenance of personnel files and documents, and other records of the Regional Office;



6. Provide technical assistance for HR matters and do related works such as prepare communications and work programs; and
7. Performs other administrative and financial tasks as may be assigned from time to time.

### **PROJECT DEVELOPMENT OFFICER III**

Item number : NCSCB-PDO3-12-2024  
 Compensation : SG 18 (Php 51,304.00)  
 Place of : Operations Division - Regional Office X  
 Assignment : Base Office: Cagayan de Oro City

### **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.

### **PROJECT DEVELOPMENT OFFICER III**

Item number : NCSCB-PDO3-56-2021  
 Compensation : SG 18 (Php 51,304.00)  
 Place of : Operations Division - Regional Office XII  
 Assignment : Base Office: General Santos City

### **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.

## **PROJECT DEVELOPMENT OFFICER III - REPUBLICATION**

Item number	:	NCSCB-PDO3-45-2021
Compensation	:	SG 18 (Php 51,304.00)
Place of Assignment	:	Operations Division - Regional Office I
		Base Office: La Union

### **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.

#### **ADMINISTRATIVE OFFICER V - REPOSTING**

Item number : NCSCB-ADOF5-6-2024  
 Compensation : SG 18 (Php 51,304.00)  
 Place of : Administrative and Finance Section - Regional Office II  
 Assignment : Base Office: Tuguegarao City

#### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job  
 Training : Eight (8) hours of relevant training  
 Experience : Two (2) years of relevant experience  
 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. Acts as the Section Head of the Administrative and Finance Section;
2. Conducts research on pertinent and updated issuances of governing bodies relative to Human Resource Management, General Services (Records, Cashiering, Procurement, Supply Management among others) and Finance administration;
3. Prepares Project Procurement Management Plans (PPMPs) for supplies, materials and equipment and prepare the Annual Procurement Plan (APP), and does other procurement tasks;
4. Conduct of regular inventories of supplies and equipment;
5. Undertake the custody and maintenance of personnel files and documents, and other records of the Regional Office;
6. Provide technical assistance for HR matters and do related works such as prepare communications and work programs; and
7. Performs other administrative and financial tasks as may be assigned from time to time.

#### **ADMINISTRATIVE OFFICER V - REPOSTING**

Item number : NCSCB-ADOF5-7-2024  
 Compensation : SG 18 (Php 51,304.00)  
 Place of : Administrative and Finance Section - Regional Office III  
 Assignment : Base Office: Pampanga

#### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job

Training : Eight (8) hours of relevant training  
Experience : Two (2) years of relevant experience  
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. Acts as the Section Head of the Administrative and Finance Section;
2. Conducts research on pertinent and updated issuances of governing bodies relative to Human Resource Management, General Services (Records, Cashiering, Procurement, Supply Management among others) and Finance administration;
3. Prepares Project Procurement Management Plans (PPMPs) for supplies, materials and equipment and prepare the Annual Procurement Plan (APP), and does other procurement tasks;
4. Conduct of regular inventories of supplies and equipment;
5. Undertake the custody and maintenance of personnel files and documents, and other records of the Regional Office;
6. Provide technical assistance for HR matters and do related works such as prepare communications and work programs; and
7. Performs other administrative and financial tasks as may be assigned from time to time.

### **ACCOUNTANT II - REPUBLICATION**

Item number : NCSCB-A2-35-2021  
Compensation : SG 16 (Php 43,560.00)  
Place of : Administrative and Finance Section - Regional Office IV-A  
Assignment : Base Office: Malate, Manila

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree in Commerce/Business Administration major in Accounting  
Training : Four (4) hours of relevant training  
Experience : One (1) year of relevant experience  
Eligibility : RA 1080 (Certified Public Accountant)

### **JOB DESCRIPTION**

Responsible for assisting in the preparation, review, and maintenance of financial records and reports to ensure compliance with accounting rules and regulations.

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

1. Prepares and checks journals and ledgers of all financial transactions and ascertains whether accounting rules and regulations are observed;
2. Certifies the correctness of trial balance, financial statements and other financial reports of the agency;
3. Supervises the financial operations of the Cluster;
4. Certifies as to the availability of funds, completeness of documents, and property of accounts claimed;
5. Reviews correspondence pertaining to financial obligations, schedule of remittances and other accounting entries;
6. Implement existing accounting and auditing rules and regulations;
7. Gives technical advice regarding financial and budgetary matter;
8. Prepares monthly Bank Reconciliation Statement (BRS);
9. Submits monthly/annual financial reports to CO/COA/DBM;
10. Computes and withholds tax in accordance with BIR existing rules and regulations, and remits the same Electronic filing and Payment System (EFPS); and
11. Performs other tasks as may be assigned from time to time.



## **ACCOUNTANT II - REPUBLICATION**

Item number : NCSCB-A2-5-2024  
Compensation : SG 16 (Php 43,560.00)  
Place of : Administrative and Finance Section - Regional Office IV-B  
Assignment : Base Office: Malate, Manila

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree in Commerce/Business Administration major in Accounting  
Training : Four (4) hours of relevant training  
Experience : One (1) year of relevant experience  
Eligibility : RA 1080 (Certified Public Accountant)

### **JOB DESCRIPTION**

Responsible for assisting in the preparation, review, and maintenance of financial records and reports to ensure compliance with accounting rules and regulations.

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

1. Prepares and checks journals and ledgers of all financial transactions and ascertains whether accounting rules and regulations are observed;
2. Certifies the correctness of trial balance, financial statements and other financial reports of the agency;
3. Supervises the financial operations of the Cluster;
4. Certifies as to the availability of funds, completeness of documents, and property of accounts claimed;
5. Reviews correspondence pertaining to financial obligations, schedule of remittances and other accounting entries;
6. Implement existing accounting and auditing rules and regulations;
7. Gives technical advice regarding financial and budgetary matter;
8. Prepares monthly Bank Reconciliation Statement (BRS);
9. Submits monthly/annual financial reports to CO/COA/DBM;
10. Computes and withholds tax in accordance with BIR existing rules and regulations, and remits the same Electronic filing and Payment System (EFPS); and
11. Performs other tasks as may be assigned from time to time.

## **PROJECT DEVELOPMENT OFFICER I - REPUBLICATION**

Item number : NCSCB-PDO1-12-2024  
Compensation : SG 11 (Php 30,024.00)  
Place of : Operations Division - Regional Office CAR  
Assignment : Base Office: Baguio City

### **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**

Responsible for assisting in the preparation, review, and maintenance of financial records and reports to ensure compliance with accounting rules and regulations.

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

1. Provide technical assistance and acts as the focal person in the promotion of identified NCSC programs in the Region;
2. Supports and assist the immediate supervisors in the performance of functions and in meeting the expected outputs/outcome;

3. Submits to the Project Development Officer V and/or Project Development Officer 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. Assists in gathering primary and secondary data, conduct of activity, and documentation of proceedings of events;
6. Participates in Division meetings for efficient coordination and delivery of the programs and projects of the NCSC in the Region;
7. Provides technical assistance to internal and external stakeholders relative to the programs of the NCSC in the Region;
8. Assists immediate supervisors in formulating immediate resolution of grievances on program concerns;
9. Maintains and safeguards a master list of program beneficiaries;
10. Supports the immediate supervisors in monitoring and managing the operations of Residential Care Facilities (RCFs) in the Region;
11. Submits monthly, quarterly, semestral and annual accomplishment reports and other related documents such as IPC, IPCR, etc.;
12. Assists the immediate supervisors in disseminating guidelines, policies and other related documents in the Region;
13. Assists in the conduct of 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.

#### **ADMINISTRATIVE ASSISTANT III (SECRETARY II) - REPUBLICATION**

Item number : NCSCB-ADAS3-14-2021  
 Compensation : SG 9 (Php 23,226.00)  
 Place of : Office of the Regional Director, Regional Office I  
 Assignment : Base Office: La Union

#### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Completion of two (2) year studies in College  
 Training : Four (4) hours of relevant training  
 Experience : One (1) year of relevant experience  
 Eligibility : Career Service SubProfessional/ First Level Eligibility

#### **JOB DESCRIPTION**

Provides clerical and administrative support to ensure efficient office operations.

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

1. Encodes communications, reports and other documents under his/her area of jurisdiction;
2. Processes and organizes computer data/files;
3. Safeguards official records and documents;
4. Receives and records incoming / outgoing documents / actions;
5. Prepares reports required by the Director IV;
6. Coordinates with Officers / Commission Members, and other stakeholders relative to meetings and similar undertakings of the Cluster Office;
7. Answers telephone calls/queries; and
8. Performs other functions as may be assigned by the immediate supervisor.

#### **ADMINISTRATIVE ASSISTANT III (SECRETARY II) - REPUBLICATION**

Item number : NCSCB-ADAS3-16-2021  
 Compensation : SG 9 (Php 23,226.00)  
 Place of : Office of the Regional Director, Regional Office IV-A  
 Assignment : Base Office: Malate, Manila



### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education	:	Completion of two (2) year studies in College
Training	:	Four (4) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	Career Service SubProfessional/ First Level Eligibility

### **JOB DESCRIPTION**

Provides clerical and administrative support to ensure efficient office operations.

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

1. Encodes communications, reports and other documents under his/her area of jurisdiction;
2. Processes and organizes computer data/files;
3. Safeguards official records and documents;
4. Receives and records incoming / outgoing documents / actions;
5. Prepares reports required by the Director IV;
6. Coordinates with Officers / Commission Members, and other stakeholders relative to meetings and similar undertakings of the Cluster Office;
7. Answers telephone calls/queries; and
8. Performs other functions as may be assigned by the immediate supervisor.

### **ADMINISTRATIVE ASSISTANT III (SECRETARY II) - REPUBLICATION**

Item number	:	NCSCB-ADAS3-7-2024
Compensation	:	SG 9 (Php 23,226.00)
Place of Assignment	:	Office of the Regional Director, Regional Office IV-B Base Office: Malate, Manila

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education	:	Completion of two (2) year studies in College
Training	:	Four (4) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	Career Service SubProfessional/ First Level Eligibility

### **JOB DESCRIPTION**

Provides clerical and administrative support to ensure efficient office operations.

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

1. Encodes communications, reports and other documents under his/her area of jurisdiction;
2. Processes and organizes computer data/files;
3. Safeguards official records and documents;
4. Receives and records incoming / outgoing documents / actions;
5. Prepares reports required by the Director IV;
6. Coordinates with Officers / Commission Members, and other stakeholders relative to meetings and similar undertakings of the Cluster Office;
7. Answers telephone calls/queries; and
8. Performs other functions as may be assigned by the immediate supervisor.

### **ADMINISTRATIVE ASSISTANT III (SECRETARY II) - REPUBLICATION**

Item number	:	NCSCB-ADAS3-8-2024
Compensation	:	SG 9 (Php 23,226.00)

Place of : Office of the Regional Director, Regional Office V  
Assignment Base Office: Legazpi City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Completion of two (2) year studies in College  
Training : Four (4) hours of relevant training  
Experience : One (1) year of relevant experience  
Eligibility : Career Service SubProfessional/ First Level Eligibility

**JOB DESCRIPTION**

Provides clerical and administrative support to ensure efficient office operations.

**Functions and Responsibilities:**

1. Encodes communications, reports and other documents under his/her area of jurisdiction;
2. Processes and organizes computer data/files;
3. Safeguards official records and documents;
4. Receives and records incoming / outgoing documents / actions;
5. Prepares reports required by the Director IV;
6. Coordinates with Officers / Commission Members, and other stakeholders relative to meetings and similar undertakings of the Cluster Office;
7. Answers telephone calls/queries; and
8. Performs other functions as may be assigned by the immediate supervisor.

**ADMINISTRATIVE ASSISTANT III (SECRETARY II) - REPUBLICATION**

Item number : NCSCB-ADAS3-11-2024  
Compensation : SG 9 (Php 23,226.00)  
Place of : Office of the Regional Director, Regional Office XIII  
Assignment Base Office: Butuan City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Completion of two (2) year studies in College  
Training : Four (4) hours of relevant training  
Experience : One (1) year of relevant experience  
Eligibility : Career Service SubProfessional/ First Level Eligibility

**JOB DESCRIPTION**

Provides clerical and administrative support to ensure efficient office operations.

**Functions and Responsibilities:**

1. Encodes communications, reports and other documents under his/her area of jurisdiction;
2. Processes and organizes computer data/files;
3. Safeguards official records and documents;
4. Receives and records incoming / outgoing documents / actions;
5. Prepares reports required by the Director IV;
6. Coordinates with Officers / Commission Members, and other stakeholders relative to meetings and similar undertakings of the Cluster Office;
7. Answers telephone calls/queries; and
8. Performs other functions as may be assigned by the immediate supervisor.

Qualified applicants are encouraged to submit application/s in accordance with the guidelines provided below on or before APR 14 2025:



List of requirements:

1. Application Letter stating the desired position, item number/code, salary grade, and office/bureau/service/unit addressed to OIC Director Ms. Joyce Anne C. Pereña, RPh, MPM 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) or Certificate of Employment indicating the duties and responsibilities duly signed by the Head of Agency/immediate supervisor/HR personnel
8. 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
9. 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.

  
**JOYCE ANNE C. PEREÑA, RPh, MPM**  
Officer-in-Charge  
Administrative and Finance Service