

Republic of the Philippines
NATIONAL AUTHORITY FOR CHILD CARE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC in excel format

RESURRECIONA PERMIA
Senior Human Resource Specialist
686-NCR Field Office

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL AUTHORITY FOR CHILD CARE in the CSC website:

JERAMEL F. PAREJA
HRMO

Date:

February 27, 2024

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No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant III	A3-90-2023	19	51357	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Finance Division (Central Office)
2	Chief Administrative Officer	CADOF-27-2023	24	90078	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	N/A	Finance Division (Central Office)
3	Chief Administrative Officer	CADOF-28-2023	24	90078	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	N/A	Administrative Division (Central Office)
4	Social Welfare Officer III	SOCWO3-141-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Registered Social Worker)	N/A	Inter-Country Adoption Division
5	Social Welfare Officer III	SOCWO3-143-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Registered Social Worker)	N/A	Inter-Country Adoption Division
6	Project Development Officer I	PDO1-26-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Policy and Plans Development Division
7	Project Development Officer III	PDO3-216-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Policy and Plans Development Division
8	Administrative Officer IV (HRMO II)	ADOF4-34-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative Division (Central Office)
9	Administrative Assistant I	ADAS1-245-2023	7	18620	Completion of two-year studies in College or High School graduate with relevant vocational/trade	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Administrative and Finance Service
10	Administrative Assistant I	ADAS1-246-2023	7	18620	Completion of two-year studies in College or High School graduate with relevant vocational/trade	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Adoption and Alternative Child Care Operations Service
11	Information Technology Officer I	ITO1-215-2023	19	51357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Policy and Plans Development Division

12	Information Systems Analyst II	INFOSA2-23-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Policy and Plans Development Division
13	Computer Maintenance Technologist I	CTMT1-25-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Policy and Plans Development Division
14	Administrative Officer V	ADOF5-220-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO NCR
15	Accountant II	A2-17-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO NCR
16	Information Systems Analyst II	INFOSA2-28-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO NCR
17	Administrative Officer I (Supply Officer I)	ADOF1-94-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO NCR
18	Administrative Assistant II	ADAS2-101-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO NCR
19	Administrative Aide IV	ADA4-112-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO NCR
20	Administrative Officer V	ADOF5-209-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO CAR
21	Attorney II	ATY2-225-2023	18	46725	Bachelor of Laws	None required	None required	RA 1080 (Bar)	N/A	RACCO CAR
22	Accountant II	A2-7-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO CAR
23	Information Systems Analyst II	INFOSA2-18-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO CAR
24	Administrative Officer IV (HRMO II)	ADOF4-30-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO CAR
25	Information Officer I	INFO1-43-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO CAR
26	Administrative Officer I (Cashier I)	ADOF1-60-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO CAR
27	Administrative Officer I (Records Officer I)	ADOF1-61-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO CAR

28	Administrative Officer I (Supply Officer I)	ADOF1-63-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO CAR
29	Administrative Assistant II	ADAS2-96-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO CAR
30	Administrative Aide IV	ADA4-98-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO CAR
31	Administrative Officer V	ADOF5-208-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO I
32	Attorney II	ATY2-224-2023	18	46725	Bachelor of Laws	None required	None required	RA 1080 (Bar)	N/A	RACCO I
33	Accountant II	A2-2-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO I
34	Information Systems Analyst II	INFOSA2-14-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO I
35	Administrative Officer IV (HRMO II)	ADOF4-31-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO I
36	Information Officer I	INFO1-53-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO I
37	Administrative Assistant II	ADAS2-90-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO I
38	Administrative Aide IV	ADA4-107-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO I
39	Administrative Officer V	ADOF5-207-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO II
40	Accountant II	A2-6-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO II
41	Information Systems Analyst II	INFOSA2-13-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO II
42	Administrative Officer IV (HRMO II)	ADOF4-28-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO II
43	Administrative Officer II (Budget Officer I)	ADOF2-43-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO II

44	Information Officer I	INFO1-52-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO II
45	Administrative Officer I (Cashier I)	ADOF1-55-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO II
46	Administrative Officer I (Records Officer I)	ADOF1-56-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO II
47	Administrative Officer I (Supply Officer I)	ADOF1-62-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO II
48	Administrative Officer V	ADOF5-219-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO III
49	Attorney II	ATY-228-2023	18	46725	Bachelor of Laws	None required	None required	RA 1080 (Bar)	N/A	RACCO III
50	Accountant II	A2-15-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO III
51	Information Systems Analyst II	INFOSA2-27-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO III
52	Administrative Officer IV (Budget Officer II)	ADOF4-40-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO III
53	Administrative Officer IV (HRMO II)	ADOF4-42-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO III
54	Administrative Officer III (Records Officer II)	ADOF3-43-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO III
55	Administrative Officer II (HRMO I)	ADOF2-51-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO III
56	Information Officer I	INFO1-58-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO III
57	Administrative Officer I (Cashier I)	ADOF1-97-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO III
58	Administrative Officer I (Supply Officer I)	ADOF1-99-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO III
59	Administrative Assistant II	ADAS2-100-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational / technical training	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	N/A	RACCO III

60	Administrative Aide IV	ADA4-111-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO III
61	Attorney II	ATY2-227-2023	18	46725	Bachelor of Laws	None required	None required	RA 1080 (Bar)	N/A	RACCO IV-A
62	Accountant II	A2-14-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO IV-A
63	Information Systems Analyst II	INFOSA2-25-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-A
64	Administrative Officer IV (Budget Officer II)	ADOF4-38-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-A
65	Administrative Officer III (Records Officer II)	ADOF3-41-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-A
66	Administrative Officer II (HRMO I)	ADOF2-50-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-A
67	Information Officer I	INFO1-57-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-A
68	Administrative Officer I (Cashier I)	ADOF1-95-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-A
69	Administrative Officer I (Supply Officer I)	ADOF1-96-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-A
70	Administrative Aide IV	ADA4-110-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO IV-A
71	Administrative Officer V	ADOF5-206-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-B
72	Accountant II	A2-3-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO IV-B
73	Information Systems Analyst II	INFOSA2-12-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO IV-B
74	Administrative Officer IV (HRMO II)	ADOF4-27-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-B
75	Administrative Officer II (Budget Officer I)	ADOF2-40-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-B

76	Information Officer I	INFO1-51-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-B
77	Administrative Officer I (Cashier I)	ADOF1-54-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-B
78	Administrative Officer I (Records Officer I)	ADOF1-66-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-B
79	Administrative Officer I (Supply Officer I)	ADOF1-77-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IV-B
80	Administrative Aide IV	ADA4-105-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO IV-B
81	Administrative Officer V	ADOF5-205-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO V
82	Attorney II	ATY2-221-2023	18	46725	Bachelor of Laws	None required	None required	RA 1080 (Bar)	N/A	RACCO V
83	Accountant II	A2-9-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO V
84	Information Systems Analyst II	INFOSA2-20-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO V
85	Administrative Officer IV (HRMO II)	ADOF4-26-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO V
86	Administrative Officer II (Budget Officer I)	ADOF2-41-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO V
87	Information Officer I	INFO1-50-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO V
88	Administrative Officer I (Cashier I)	ADOF1-58-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO V
89	Administrative Officer I (Records Officer I)	ADOF1-73-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO V
90	Administrative Officer I (Supply Officer I)	ADOF1-75-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO V
91	Administrative Aide IV	ADA4-104-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO V

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92	Attorney II	ATY2-220-2023	18	46725	Bachelor of Laws	None required	None required	RA 1080 (Bar)	N/A	RACCO VI
93	Accountant II	A2-11-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO VI
94	Information Systems Analyst II	INFOSA2-15-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO VI
95	Administrative Officer IV (HRMO II)	ADOF4-25-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO VI
96	Information Officer I	INFO1-48-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VI
97	Administrative Officer I (Cashier I)	ADOF1-79-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VI
98	Administrative Officer I (Records Officer I)	ADOF1-85-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VI
99	Administrative Officer I (Supply Officer I)	ADOF1-86-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VI
100	Administrative Aide IV	ADA4-103-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO VI
101	Administrative Officer V	ADOF5-217-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO VII
102	Accountant II	A2-13-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO VII
103	Information Systems Analyst II	INFOSA2-24-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO VII
104	Administrative Officer IV (Budget Officer II)	ADOF4-36-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO VII
105	Administrative Officer IV (HRMO II)	ADOF4-41-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO VII
106	Administrative Officer III (Records Officer II)	ADOF3-40-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO VII
107	Administrative Officer II (HRMO I)	ADOF2-48-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VII

108	Information Officer I	INFO1-56-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VII
109	Administrative Officer I (Cashier I)	ADOF1-92-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VII
110	Administrative Officer I (Supply Officer I)	ADOF1-93-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VII
111	Administrative Assistant II	ADAS2-97-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	N/A	RACCO VII
112	Administrative Aide IV	ADA4-108-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub- Professional) First Level Eligibility	N/A	RACCO VII
113	Administrative Officer V	ADOF5-214-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO VIII
114	Attorney II	ATY2-219-2023	18	46725	Bachelor of Laws	None required	None required	RA 1080 (Bar)	N/A	RACCO VIII
115	Accountant II	A2-8-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO VIII
116	Information Systems Analyst II	INFOSA2-22-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO VIII
117	Administrative Officer IV (HRMO II)	ADOF4-24-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO VIII
118	Information Officer I	INFO1-47-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VIII
119	Social Welfare Officer I	SOCWO1-165-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	RA 1080 (Registered Social Worker)	N/A	RACCO VIII
120	Administrative Officer I (Cashier I)	ADOF1-78-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VIII
121	Administrative Officer I (Records Officer I)	ADOF1-81-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VIII
122	Administrative Officer I (Supply Officer I)	ADOF1-82-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO VIII
123	Administrative Assistant II	ADAS2-87-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	N/A	RACCO VIII

124	Administrative Aide IV	ADA4-102-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO VIII
125	Administrative Officer V	ADOF5-213-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO IX
126	Attorney II	ATY2-218-2023	18	46725	Bachelor of Laws	None required	None required	RA 1080 (Bar)	N/A	RACCO IX
127	Accountant II	A2-5-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO IX
128	Information Systems Analyst II	INFOSA2-21-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO IX
129	Social Welfare Officer I	SOCWO1-182-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	RA 1080 (Registered Social Worker)	N/A	RACCO IX
130	Administrative Officer IV (HRMO II)	ADOF4-23-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO IX
131	Information Officer I	INFO1-46-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IX
132	Administrative Officer I (Cashier I)	ADOF1-65-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IX
133	Administrative Officer I (Records Officer I)	ADOF1-76-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IX
134	Administrative Officer I (Supply Officer I)	ADOF1-84-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO IX
135	Administrative Assistant II	ADAS2-92-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO IX
136	Administrative Aide IV	ADA4-101-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO IX
137	Administrative Officer V	ADOF5-211-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO X
138	Accountant II	A2-10-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO X
139	Information Systems Analyst II	INFOSA2-17-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO X



140	Administrative Officer IV (HRMO II)	ADOF4-33-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO X
141	Administrative Officer II (Budget Officer I)	ADOF2-42-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO X
142	Information Officer I	INFO1-45-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO X
143	Administrative Officer I (Cashier I)	ADOF1-70-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO X
144	Administrative Officer I (Records Officer I)	ADOF1-71-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO X
145	Administrative Officer I (Supply Officer I)	ADOF1-72-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO X
146	Administrative Assistant II	ADAS2-93-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO X
147	Administrative Aide IV	ADA4-100-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO X
148	Administrative Officer V	ADOF5-216-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XI
149	Accountant II	A2-16-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO XI
150	Information Systems Analyst II	INFOSA2-26-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XI
151	Administrative Officer IV (Budget Officer II)	ADOF4-37-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XI
152	Administrative Officer IV (HRMO II)	ADOF4-45-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XI
153	Administrative Officer III (Records Officer II)	ADOF3-39-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XI
154	Administrative Officer II (HRMO I)	ADOF2-47-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XI
155	Information Officer I	INFO1-54-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XI

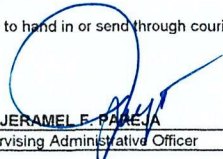
156	Administrative Officer I (Cashier I)	ADOF1-91-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XI
157	Administrative Officer I (Supply Officer I)	ADOF1-98-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XI
158	Administrative Assistant II	ADAS2-99-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO XI
159	Administrative Aide IV	ADA4-109-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO XI
160	Administrative Officer V	ADOF5-212-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XII
161	Accountant II	A2-1-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO XII
162	Information Systems Analyst II	INFOSA2-19-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XII
163	Social Worker Officer II	SOCWO2-133-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Social Worker)	N/A	RACCO XII
164	Administrative Officer IV (HRMO II)	ADOF4-32-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XII
165	Information Officer I	INFO1-44-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XII
166	Administrative Officer I (Cashier I)	ADOF1-68-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XII
167	Administrative Officer I (Records Officer I)	ADOF1-69-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XII
168	Administrative Officer I (Supply Officer I)	ADOF1-74-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XII
169	Administrative Assistant II	ADAS2-95-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO XII
170	Administrative Aide IV	ADA4-99-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO XII
171	Administrative Officer V	ADOF5-210-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XIII

172	Accountant II	A2-4-2023	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	N/A	RACCO XIII
173	Information Systems Analyst II	INFOSA2-16-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XIII
174	Administrative Officer IV (HRMO II)	ADOF4-29-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	RACCO XIII
175	Administrative Officer II (Budget Officer I)	ADOF2-36-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XIII
176	Information Officer I	INFO1-49-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XIII
177	Administrative Officer I (Cashier I)	ADOF1-64-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XIII
178	Administrative Officer I (Records Officer I)	ADOF1-67-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XIII
179	Administrative Officer I (Supply Officer I)	ADOF1-83-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RACCO XIII
180	Administrative Assistant II	ADAS2-86-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO XIII
181	Administrative Aide IV	ADA4-97-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational /	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	RACCO XIII

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 March 8, 2024

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 last rating period (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:


JERAMEL E. PAEJA
 Supervising Administrative Officer

#2 Ermin Garcia Street, Chicago Cor., Brgy. Pinagkaisahan Quezon City
recruitment@nacc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.