

Republic of the Philippines  
**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL COMMISSION ON INDIGENOUS PEOPLES in the CSC website:

**JOSE ALLAN O. ONG**  
Chief Administrative Officer, HRMD

Date: September 16, 2024

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	Administrative Aide IV (Clerk II)	NCIPB-ADA4-28-2008	4	₱16,209.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility		Health Development Division - Office on Education, Culture, and Health, NCIP-Central Office
2	Administrative Aide IV (Clerk II)	NCIPB-ADA4-40-2008	4	₱16,209.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility		Budget Division - Finance Service, NCIP-Central Office
3	Administrative Officer V (Human Resource Management Officer III)	NCIPB-ADOF5-7-2020	18	₱49,015.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		Human Resource Management Division - Administrative Service, NCIP-Central Office
4										
5										
6										
7										
8										
9										
10										

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 **SEPTEMBER 26, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating or certificate of employment with performance rating or any equivalent certification in the last rating period;
3. Proof of Eligibility;
4. Photocopy of Transcript of Records; and
5. Photocopy of certificates of relevant trainings.

**QUALIFIED APPLICANTS** are REQUIRED to send their application to this link "[https://bit.ly/NCIP\\_CO\\_Careers](https://bit.ly/NCIP_CO_Careers)" and address their letter to:

\_\_\_\_\_  
Jennifer Pia T. Sibug-Las  
Chairperson  
\_\_\_\_\_  
6th & 7th Flrs. Sunnymede IT Center, 1614 Quezon Ave., South Triangle,  
[https://bit.ly/NCIP\\_CO\\_Careers](https://bit.ly/NCIP_CO_Careers)  
\_\_\_\_\_

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**