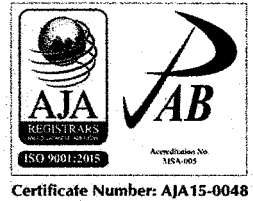


Republic of the Philippines
Department of Labor and Employment
NATIONAL CONCILIATION AND MEDIATION BOARD
CORDILLERA ADMINISTRATIVE REGION
3/F Abriol Bldg. Benitez Compound, Magsaysay Ave., Baguio City
Tel. No. : (074) 442-7292
E-mail address: ncmbar@yahoo.com



The **National Conciliation and Mediation Board-Cordillera Administrative Region** announces the following vacant position for qualified applicants:

Position	Salary Grade	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
Administrative Aide III (Driver I)	SG-03	NCMBB-ADA3-09-2004	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96-Cat II)

Interested qualified applicants are advised to submit their application letter together with the following supporting documents not later than May 29, 2020:

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.

It is likewise reiterated that only those who are included in the shortlist of candidates for consideration by the appointing authority shall submit clearances being required in support of applications.

Applications received after the deadline, or those with incomplete documents, shall not be included in the selection for this batch.

Please address your applications to:

MS. LOURDES P. ESTIOCO
Regional Branch Director
National Conciliation and Mediation Board-CAR
3F Abriol Bldg., Benitez Cmpd.,
Magsaysay Ave., Baguio City