



Republic of the Philippines
NATIONAL CONCILIATION AND MEDIATION BOARD
Regional Conciliation-Mediation Branch - Cordillera Administrative Region

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Docket/Control No. [Signature]
By: JOHNNY C. VILLANUEVA
Name, Signature & Position
Administrative Aide

Request for Publication of Vacant Positions
(Anticipated Vacancy)

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL CONCILIATION AND MEDIATION BOARD-Cordillera Administrative Region in the CSC website:

LOURDES P. ESTIOCO
Director II

Date: 6/15/2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide III (Driver I)	NCMBB-ADA3-9-2004	3 - 1	13,572.00	Elementary School Graduate	none required	none required	Driver License (MC 11, s. 96-Cat II)	CAR
2									
3									
4									
5									

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 28 June 2021.

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:

LOURDES P. ESTIOCO
Director II
3F Abriol Bldg., Benitez Compound, Magsaysay Ave., Baguio City
rcmbcar@ncmb.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.