

Republic of the Philippines
NATIONAL BOOK DEVELOPMENT BOARD
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must
be in MS Excel format

CIVIL SERVICE COMMISSION
National Capital Region
CSCFO-UP

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CSCFO-UP

MAY 26 2022

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL BOOK DEVELOPMENT BOARD in the CSC website:

MELODY GRACE I. AUSTRIA
Administrative Officer V (HRMO III)

Date: May 26, 2022

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	Board Secretary V	NBDB-DECSB-BS5-1-2005	24	88,410.00	Bachelor's degree	24 hours of relevant training	4 years of relevant experience	Career Service Professional/Second Level Eligibility		Office of the Chairman
2	Attorney III	NBDB-DECSB-ATY3-1-2010	21	62,449.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Lawyer)		Office of the Executive Officer
3	Project Development Officer III	NBDB-DECSB-PDO3-38-2005	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility		Field Monitoring and Coordination Division
4	Project Development Officer III	NBDB-DECSB-PDO3-40-2005	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility		Field Monitoring and Coordination Division

5	Project Development Officer III	NBDB-DECSB-PDO3-41-2005	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility	Field Monitoring and Coordination Division
6	Administrative Assistant III (anticipated vacancy)	NBDB-DECSB-ADAS3-25-2005	9	20,402.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service Sub-professional/First Level Eligibility	Policies and Programs Division
7	Administrative Assistant III	NBDB-DECSB-ADAS3-31-2005	9	20,402.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service Sub-professional/First Level Eligibility	Administrative and Financial Services Division
8	Administrative Aide VI (Accounting Clerk II)	NBDB-DECSB-ADA6-27-2005	6	16,877.00	Completion of two-year studies in college	None required	None required	Career Service Sub-professional/First Level Eligibility	Administrative and Financial Services Division
9	Administrative Aide IV (anticipated vacancy)	NBDB-DECSB-ADA4-30-2005	4	14,993.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service Sub-professional/First Level Eligibility	Administrative and Financial Services Division

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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 June 5, 2022.

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:

**Ms. CHARISSE AQUINO-TUGADE, Executive
Director III**

Attn: Melody Grace I. Austria, HRMO III

3rd and 4th Floor, Regalado Hive Building,
Regalado Avenue, Fairview, Quezon City

recruitment@nbdb.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

