

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

Electronic copy to be submitted to the CSC PD just in MS Excel format

**RESURRECCION A. PERILLA**

COB MAY-22-2024 02:32PM

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:

**JELLIE B. HERMOSO**  
HRMO

Date: May 22, 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	Legal Assistant II	LEA2-226-2023	12	29165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional) Second Level Eligibility		Office of the Executive Director, Central Office
2	Social Welfare Officer I	SOCWO1-199-2023	11	27000	Bachelor's degree in Social Work	None required	None required	RA 1080 (Registered Social Worker)		Domestic Adoption Division, Central Office
3	Social Welfare Officer II	SOCWO2-173-2023	15	36619	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Social Worker)		Inter-Country Adoption Division, Central Office
4	Social Welfare Officer II	SOCWO2-164-2023	15	36619	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Social Worker)		Inter-Country Adoption Division, Central Office
5	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		Policy and Plans Development Division, Central Office
6	Supervising Administrative Officer (Anticipated Vacancy)	SADOF-30-2023	22	71511	Bachelor's Degree relevant to the Job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative Division, Central Office
7	Administrative Officer II (HRMO I)	ADOF2-46-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Administrative Division, Central Office
8	Accountant II	A2-12-2023	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)		Finance Division, Central Office
9	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)		RACCO NCR
10	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		RACCO NCR
11	Administrative Officer IV (Budget Officer II)	ADOF4-43-2023	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		RACCO NCR
12	Administrative Officer II (HRMO I)	ADOF2-49-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		RACCO NCR

13	Information Officer I	INFO1-55-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	RACCO NCR
14	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)	RACCO CAR
15	Administrative Aide IV	ADA4-98-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility	RACCO CAR
16	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)	RACCO I
17	Information Systems Analyst II	INFOSA2-14-2023	13	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	RACCO I
18	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	RACCO II
19	Administrative Aide IV	ADA4-106-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility	RACCO II
20	Social Welfare Officer III	SOCWO3-155-2023	18	46725	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Registered Social Worker)	RACCO III
21	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)	RACCO III
22	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	RACCO III
23	Social Welfare Officer I	SOCWO1-213-2023	11	27000	Bachelor's degree in Social Work	None required	None required	RA 1080 (Registered Social Worker)	RACCO III
24	Information Officer I	INFO1-58-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	RACCO III
25	Administrative Assistant II	ADAS2-100-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	RACCO III
26	Administrative Aide IV	ADA4-111-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility	RACCO III

27	Social Welfare Officer III (Anticipated Vacancy)	SOCWO3-151-2023	18	46725	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Registered Social Worker)		RACCO IV-A
28	Attorney II	ATY2-227-2023	19	46725	Bachelor of Laws	None required	None required	RA 1080 (Bar)		RACCO IV-A
29	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)		RACCO IV-A
30	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		RACCO IV-A
31	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		RACCO IV-A
32	Administrative Officer IV (HRMO II)	ADOF4-39-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		RACCO IV-A
33	Social Welfare Officer I	SOCWO1-218-2023	11	27000	Bachelor's degree in Social Work	None required	None required	Career Service (Professional) Second Level Eligibility		RACCO IV-A
34	Administrative Aide IV	ADA4-110-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility		RACCO IV-A
35	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		RACCO MIMAROPA
36	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)		RACCO MIMAROPA
37	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 (Professional) Second Level Eligibility		RACCO MIMAROPA
38	Administrative Aide IV	ADA4-105-2023	4	15536	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility		RACCO MIMAROPA
39	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)		RACCO V
40	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 (Professional) Second Level Eligibility		RACCO V


41	Accountant II	AZ-13-2023	18	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)	RACCO VII
42	Administrative Aide IV	ADA4-108-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility	RACCO VII
43	Accountant II	AZ-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)	RACCO VIII
44	Information Systems Analyst II	INFOSA2-22-2023	18	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	RACCO VIII
45	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	RACCO VII
46	Information Systems Analyst II	INFOSA2-17-2023	18	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	RACCO X
47	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	RACCO X
48	Social Welfare Officer I (Anticipated Vacancy)	SOCWO1-189-2023	11	27000	Bachelor's degree in Social Work	None required	None required	RA 1080 (Registered Social Worker)	RACCO X
49	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	RACCO X
50	Administrative Assistant II	ADAS2-93-2023	8	19744	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	RACCO X
51	Administrative Aide IV	ADA4-100-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility	RACCO X
52	Social Welfare Officer III	SOCWO3-157-2023	18	49725	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Registered Social Worker)	RACCO XI
53	Accountant II	AZ-16-2023	18	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)	RACCO XI
54	Administrative Officer III (Records Officer II)	ADOF3-39-2023	14	33643	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	RACCO X

55	Information Officer I	INFO1-54-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		RACCO XI
56	Administrative Aide IV	ADA4-109-2023	4	15586	Completion of two (2) years of studies in College or High school graduate with relevant vocational / trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility		RACCO XI
57	Information Officer I	INFO1-49-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		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 June 1, 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](http://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:

  
JELLIE B. HERMOSO  
 Administrative Officer V

#2 Ermin Garcia Street, Chicago Cor., Brgy. Pinagkaisahan, Quezon City  
[recruitment@nacc.gov.ph](mailto:recruitment@nacc.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.