



Date: MAR 11 2025

## **NOTICE OF VACANCY**

The National Commission of Senior Citizens (NCSC) has ten (10) vacant Permanent positions with details as follows:

### **PROJECT DEVELOPMENT OFFICER V**

Item number : NCSCB-PDO5-42-2021  
Compensation : SG 24 (Php 98,185.00)  
Place of : Operations Division - Regional Office NCR  
Assignment : Base Office: Quezon City

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Master's Degree or Certificate in Leadership and Management from the CSC  
Experience : Forty (40) hours of supervisory/management learning and development intervention  
Training : Four (4) years of supervisory/management experience  
Eligibility : Career Service Professional/Second Level Eligibility

### **JOB DESCRIPTION**

Supervises the Operations Division (OD) and oversees the implementation of various programs and sub-programs in the Cluster Region, in consonance with the vision, mission, and organizational goals of the Commission.

### **Functions and Responsibilities:**

1. Supervise the Operations Division and oversee the operations of the programs and sub-programs in the region in consonance with the vision, mission and organizational goals of the Commission.
2. Supervise and monitor the preparation and submission of the various operational reports in the region.
3. Supervise regular events, projects, and other related research and documentation of the Regional Office.
4. Monitor and supervise the personnel of the Division in the regional office.
5. Report to and assist the Regional Director on matters concerning the regional operations of the NCSC programs and activities.
6. Represent the Operations Division in various committee meetings, both internal and external to the NCSC.
7. Perform other related functions as may be assigned by the Regional Director and/or the NCSC Management.

### **INFORMATION OFFICER V - REPUBLICATION**

Item number : NCSCB-INFO5-19-2021  
Compensation : SG 24 (Php 98,185.00)  
Place of : Information Management and ICT Division  
Assignment : Base Office: Quezon City

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Master's Degree or Certificate in Leadership and Management from the CSC  
Experience : Forty (40) hours of supervisory/management learning and development intervention  
Training : Four (4) years of supervisory/management experience  
Eligibility : Career Service Professional/Second Level Eligibility

## **JOB DESCRIPTION**

Supervises and mentors communication and ICT personnel, develops policies for secure and efficient data management, and coordinates ICT system integration across delivery units. Responsible for leading the formulation and execution of the NCSC's communication and information management strategies.

### **Functions and Responsibilities:**

1. Lead the formulation and implementation of the NCSC's Information Systems Strategic Plan (ISSP) and ICT-Related Plans, ensuring alignment with the Commission's vision, mission, goals, thrusts and strategic priorities;
2. Oversee the management of Geographic Information Systems (GIS) and coordinate the integration of ICT systems across all delivery units (DUS);
3. Provide expert guidance on the development, maintenance and evaluation of the NCSC's information systems;
4. Serve as the principal liaison between the NCSC and external media, managing high-level public relations and communication strategies
5. Review and recommend ICT policies and ensure the security and efficiency of data and communication flows within the commission; and
6. Supervise and mentor IMICIT Human Resources

## **PROJECT DEVELOPMENT OFFICER III - REPUBLICATION**

Item number : NCSCB-PDO3-42-2021  
Compensation : SG 18 (Php 51,304.00)  
Place of : Social Pension and Benefits Division  
Assignment : Base Office: Quezon City

## **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job ✓  
Experience : Eight (8) hours of relevant training ✓  
Training : Two (2) years of relevant experience ✓  
Eligibility : Career Service Professional/Second Level Eligibility ✓

## **JOB DESCRIPTION**

Serves as the focal person for the program, ensuring effective implementation and coordination. Leads assessments for the registration, recognition, and accreditation of entities catering to older persons and participates in meetings to enhance program efficiency.

### **Functions and Responsibilities:**

1. Acts as the focal person for Social Pension for Indigent Senior Citizen (SPISC) Program.
2. Supports or assists the immediate supervisors (PDOs V, IV) in the performance of functions and in meeting the expected outputs/outcomes.
3. Submits to the PDO IV the program accomplishments and other concerns on social pension.
4. Ensures that the inherent tasks are carried out as expected.
5. Conducts the following but not exhaustive or limited to research, gathering of primary and secondary data, conduct of activity, and documentation of proceedings.
6. Participates in team/Division meetings for efficient coordination and delivery of the programs.
7. Provides technical assistance to internal and external stakeholders relative to social pension.
8. Facilitates and recommends to immediate supervisors the resolution of grievances on program concerns.
9. Keeps a master list of program beneficiaries.
10. Monitors program implementation by the Division and counterparts from the clustered regional offices.
11. Submits monthly, quarterly, semestral and annual accomplishment reports and other related documents such as IPC, IPCR, etc.

12. Reviews, enhances, recommends, and disseminates guidelines, policies and other related documents
13. Conducts assessment (Registration, Recognition and Accreditation (RRA)) for the regulation of entities catering exclusively to older persons nationwide. (PDOs IV, III and II at the FO level shall conduct assessments for registration and recognition processes while the accreditation process shall be endorsed to the NCSC CO counterpart)
14. Performs other functions as may be delegated or directed by the immediate supervisors.

**ADMINISTRATIVE OFFICER V (RECORDS OFFICER III) - REPUBLICATION**

Item number : NCSCB-ADOF5-28-2021  
 Compensation : SG 18 (Php 51,304.00)  
 Place of : General Services Division  
 Assignment : Base Office: Quezon City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job  
 Experience : Eight (8) hours of relevant training  
 Training : Two (2) years of relevant experience  
 Eligibility : Career Service Professional/Second Level Eligibility

**JOB DESCRIPTION**

The Unit Head of Records Unit is responsible for overseeing the efficient management, organization, and preservation of all records within the commission. This role involves developing and implementing records management policies and procedures, ensuring compliance with legal and regulatory requirements. The Head of Records Unit shall assure the integrity, confidentiality, and accessibility of NCSC records.

**Functions and Responsibilities:**

1. Develop and implement comprehensive records management policies and procedures.
2. Ensure adherence to data protection and privacy regulations, including the Data Privacy Act of 2012, Freedom of Information (FOI), National Archives of the Philippines Act of 2007 (R.A. 9470) and its IRR, and other relevant policies and guidelines.
3. Spearhead the implementation of Document Management System (with document receiving, tracking and records management and archiving) and ensure the establishment and sustainability of its supporting information systems, in coordination with the IMICT.
4. Oversee the systematic filing, storage, and retrieval of physical and electronic records.
5. Implement and manage records retention schedules, including archiving and disposal procedures.
6. Implement and monitor security measures to protect sensitive and confidential information.
7. Oversee the implementation and maintenance of records management systems and technologies.
8. Promote awareness of records management policies throughout the organization.
9. Conduct regular audits of records management practices to ensure compliance and efficiency.

**ADMINISTRATIVE OFFICER V (BUDGET OFFICER III) - REPUBLICATION**

Item number : NCSCB-ADOF5-30-2021  
 Compensation : SG 18 (Php 51,304.00)  
 Place of : Finance Division  
 Assignment : Base Office: Quezon City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree relevant to the job ✓

Experience : Eight (8) hours of relevant training ✓  
Training : Two (2) years of relevant experience ✓  
Eligibility : Career Service Professional/Second Level Eligibility ✓

### **JOB DESCRIPTION**

Serves as the Section Head of the Budget Unit, overseeing budget preparation, allocation, and financial advisory functions.

#### **Functions and Responsibilities:**

1. Under general supervision, serves as Section Head of the Budget Unit and performs technical functions in the Budget Section;
2. Supervises budget preparation and acts as financial adviser on budgetary matters of the agency;
3. Oversees the overall operation of the Section and does other related work.
4. Prepares yearly budget proposal.
5. Approves obligation requests.
6. Provide technical assistance and assist in the preparation of Expenditure Program.
7. Prepares monthly Statement of Appropriations, Allotments, and Obligations (SAAOB).
8. Review, process and maintain files/records relative to Budget Allocation and Obligation.
9. Provide Technical Assistance to Officials and Employees and other clients relative to Budget Appropriations such as Processing of Obligation Requests (OBR's) and Allotment Release Order (ARO) request for MPBF, Request for Modifications, etc.
10. Prepares draft communications relative to Annual and Supplemental Budget Preparations.
11. Performs other tasks as may be assigned by the Chief Administrative Officer of the Finance Division and Director IV of the Administrative and Finance Service.

### **ACCOUNTANT II - REPUBLICAN**

Item number : NCSCB-A2-36-2021 ✓  
Compensation : SG 16 (Php 43,560.00) ✓  
Place of : Administrative and Finance Section - Regional Office VII ✓  
Assignment : Base Office: Cebu City

### **CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Bachelor's Degree in Commerce/Business Administration major in Accounting ✓  
Experience : Four (4) hours of relevant training ✓  
Training : One (1) year of relevant experience ✓  
Eligibility : RA 1080 (Certified Public Accountant) ✓

### **JOB DESCRIPTION**

Responsible for assisting in the preparation, review, and maintenance of financial records and reports to ensure compliance with accounting rules and regulations.

#### **Functions and Responsibilities:**

1. Prepares and checks journals and ledgers of all financial transactions and ascertains whether accounting rules and regulations are observed;
2. Certifies the correctness of trial balance, financial statements and other financial reports of the agency;
3. Supervises the financial operations of the Cluster;
4. Certifies as to the availability of funds, completeness of documents, and property of accounts claimed;
5. Reviews correspondence pertaining to financial obligations, schedule of remittances and other accounting entries;
6. Implement existing accounting and auditing rules and regulations;
7. Gives technical advice regarding financial and budgetary matter;
8. Prepares monthly Bank Reconciliation Statement (BRS);

9. Submits monthly/annual financial reports to CO/COA/DBM;
10. Computes and withholds tax in accordance with BIR existing rules and regulations, and remits the same Electronic filing and Payment System (EFPS); and
11. Performs other tasks as may be assigned from time to time.

**ADMINISTRATIVE ASSISTANT III (SECRETARY II) - REPUBLICATION**

Item number : NCSCB-ADAS3-12-2021  
 Compensation : SG 9 (Php 23,226.00)  
 Place of : Office of the Director IV, Program Operations and Planning Bureau  
 Assignment : Base Office: Quezon City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Completion of two (2) year studies in College  
 Experience : Four (4) hours of relevant training  
 Training : One (1) year of relevant experience  
 Eligibility : Career Service SubProfessional/ First Level Eligibility

**JOB DESCRIPTION**

Provides clerical and administrative support to ensure efficient office operations.

**Functions and Responsibilities:**

1. Encodes communications, reports and other documents under his/her area of jurisdiction;
2. Processes and organizes computer data/files;
3. Safeguards official records and documents;
4. Receives and records incoming / outgoing documents / actions;
5. Prepares reports required by the Director IV;
6. Coordinates with Officers / Commission Members, and other stakeholders relative to meetings and similar undertakings of the Cluster Office;
7. Answers telephone calls/queries; and
8. Performs other functions as may be assigned by the immediate supervisor.

**ADMINISTRATIVE ASSISTANT III (SECRETARY II) - REPUBLICATION**

Item number : NCSCB-ADAS3-11-2021  
 Compensation : SG 9 (Php 23,226.00)  
 Place of : Office of the Executive Director IV  
 Assignment : Base Office: Quezon City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Completion of two (2) year studies in College  
 Experience : Four (4) hours of relevant training  
 Training : One (1) year of relevant experience  
 Eligibility : Career Service SubProfessional/ First Level Eligibility

**JOB DESCRIPTION**

Provides clerical and administrative support to ensure efficient office operations.

**Functions and Responsibilities:**

1. Encodes communications, reports and other documents under his/her area of jurisdiction;
2. Processes and organizes computer data/files;

3. Safeguards official records and documents;
4. Receives and records incoming / outgoing documents / actions;
5. Prepares reports required by the Director IV;
6. Coordinates with Officers / Commission Members, and other stakeholders relative to meetings and similar undertakings of the Cluster Office;
7. Answers telephone calls/queries; and
8. Performs other functions as may be assigned by the immediate supervisor.

**ADMINISTRATIVE ASSISTANT III (SECRETARY II) - REPUBLICATION**

Item number : NCSCB-ADAS3-10-2021  
 Compensation : SG 9 (Php 23,226.00)  
 Place of : Office of the Director IV, Administrative and Finance Service  
 Assignment : Base Office: Quezon City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Completion of two (2) year studies in College  
 Experience : Four (4) hours of relevant training  
 Training : One (1) year of relevant experience  
 Eligibility : Career Service SubProfessional/ First Level Eligibility

**JOB DESCRIPTION**

Provides clerical and administrative support to ensure efficient office operations.

**Functions and Responsibilities:**

1. Encodes communications, reports and other documents under his/her area of jurisdiction;
2. Processes and organizes computer data/files;
3. Safeguards official records and documents;
4. Receives and records incoming / outgoing documents / actions;
5. Prepares reports required by the Director IV;
6. Coordinates with Officers / Commission Members, and other stakeholders relative to meetings and similar undertakings of the Cluster Office;
7. Answers telephone calls/queries; and
8. Performs other functions as may be assigned by the immediate supervisor.

**ADMINISTRATIVE ASSISTANT III (STOREKEEPER III) - REPUBLICATION**

Item number : NCSCB-ADAS3-13-2021  
 Compensation : SG 9 (Php 23,226.00)  
 Place of : General Services Division  
 Assignment : Base Office: Quezon City

**CSC PRESCRIBED QUALIFICATION STANDARDS**

Education : Completion of two (2) year studies in College  
 Experience : Four (4) hours of relevant training  
 Training : One (1) year of relevant experience  
 Eligibility : Career Service SubProfessional/ First Level Eligibility

**JOB DESCRIPTION**

Responsible for maintaining inventory records, verifying and inspecting incoming and outgoing supplies, and ensuring proper stock management.

