

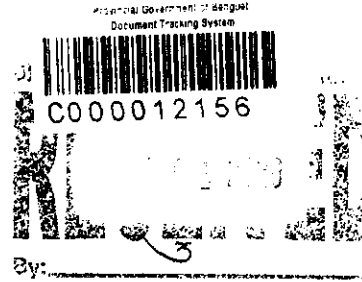


Office of the President
NATIONAL HOUSING AUTHORITY
Region 1 & CAR 1 Office



December 3, 2020

HON. MELCHOR D. DICLAS, M.D.
Provincial Governor
Benguet Provincial Capitol
Poblacion, La Trinidad, Benguet



Dear **HON. DICLAS**:

May we request your office to post available vacant positions of the National Housing Authority. Interested and qualified individuals are invited to apply for the positions as listed in Annex A.

Applicants must possess the minimum requirements of the position based on the 1997 Revised Civil Service Commission (CSC) Qualification Standards Manual.

Applicants to the executive/managerial positions must observe the qualification standards in the CSC Memorandum Circular No. 19, series of 2019 or the Revised Policies on Training/Learning and Development Requirements for Division Chief and Executive/Managerial Positions in the Government.

Application must be duly supported with the following documents:

1. Application Letter indicating the **Position Title, Item Number, and Place of Assignment**;
2. Personal Data Sheet (CSC Form 212 Revised 2017)
3. Work Experience Sheet (CSC Form 212 Attachment)
4. Photocopy of Certificate of Eligibility
5. Capability and Potential and Personality Trait (CPPT) Forms for the rating period January-June 2020; and
6. Other related documents to better qualify them for the position.

Said documents must be submitted directly to the office of the Officer in Charge of NHA Region 1 and CAR 1 Office, 4th Floor DBP Building, Lower Session Road, Baguio City for the initial evaluation of the People Evaluation and Selection Committee (PESC) on or before December 11, 2020.

Very truly yours,


AR. ELIZABETH F. JOSEPH
Officer-In-Charge, Region 1/CAR 1
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4th Floor DBP Building, Session Road, Baguio City ; Telefax: (074) 309-5588; nharegion1car1@gmail.com

ANNEX A

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE	NO. OF POSITIONS	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
NGR SOUTH SECTOR OFFICE, REGION I & CAR 1 OFFICE	REGIONAL MANAGER	27	2	MASTERS DEGREE OR CERTIFICATE IN LEADERSHIP AND MANAGEMENT FROM THE CSC	ONE HUNDRED TWENTY (120) HOURS OF SUPERVISORY/ MANAGEMENT LEARNING AND DEVELOPMENT INTERVENTION	FIVE (5) YEARS OF SUPERVISORY/ MANAGEMENT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
MT. PROVINCE/BENGUET/PANGASINAN DISTRICT OFFICE, FLUGAONILEVA VIZCAYAQUORINON/SABELA DISTRICT OFFICE, BUTUAN CITY/AGUSAN DEL NORTE/AGUSAN DEL SUR DISTRICT OFFICE	DISTRICT MANAGER	25	3	MASTERS DEGREE OR CERTIFICATE IN LEADERSHIP AND MANAGEMENT FROM THE CSC	ONE HUNDRED TWENTY (120) HOURS OF SUPERVISORY/ MANAGEMENT LEARNING AND DEVELOPMENT INTERVENTION	FIVE (5) YEARS OF SUPERVISORY/ MANAGEMENT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY

2

Date posted: November 27, 2020

ANNEX A

PLACE OF ASSIGNMENT	ITEM NO.	POSITION TITLE	SALARY GRADE	NO. OF POSITIONS	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
REGION 1 & CAR 1 OFFICE	1177	CHIEF CORPORATE ATTORNEY	23	1	BACHELOR OF LAWS	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	RA 1080 (BAR)
FINANCIAL SERVICES GROUP-ACCOUNTS MANAGEMENT DIVISION	0207	ATTORNEY IV	23	1	BACHELOR OF LAWS	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	RA 1080 (BAR)
CALOCAN DISTRICT OFFICE(2), MALABONNAVAOTAS/VALENZUELA DISTRICT OFFICE, NCR WEST SECTOR OFFICE, SAN JUANMADALAYONG DISTRICT OFFICE, MANILA DISTRICT OFFICE(3), NCR EAST SECTOR OFFICE, ILOILOQUIMARRAS DISTRICT OFFICE(3)	0871, 0873, 0714, 0904, 0926, 0988, 0993, 0999, 1031, 1884, 1888, 1887	PRINCIPAL ENGINEER ARCHITECT A	22	12	BACHELOR'S DEGREE IN ENGINEERING OR ARCHITECTURE RELEVANT TO THE JOB	TWENTY-FOUR (24) HOURS OF RELEVANT TRAINING	FOUR (4) YEARS OF RELEVANT EXPERIENCE	RA 1080
CALOCAN DISTRICT OFFICE	0898	ESTATE MANAGEMENT CHIEF	22	1	BACHELOR'S DEGREE	TWENTY-FOUR (24) HOURS OF RELEVANT TRAINING	FOUR (4) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
NCR SOUTH SECTOR OFFICE	0788	RESETTLEMENT AND DEVELOPMENT CHIEF	21	1	BACHELOR'S DEGREE	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
REGION IV OFFICE, REGION VII OFFICE	1825, 2273	CHIEF CORPORATE ACCOUNTANT A	21	2	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	RA 1080 (CPA)
TREASURY DEPARTMENT	0233	CASHIERING SERVICES CHIEF B	20	1	BACHELOR'S DEGREE	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
MALABONNAVAOTAS/VALENZUELA DISTRICT OFFICE ILOILOQUIMARRAS DISTRICT OFFICE (3)	0717, 1889, 1870, 1871	PRINCIPAL ENGINEER ARCHITECT B	20	4	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB OR ARCHITECTURE	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	RA 1080
TANAN RESOURCE MANAGEMENT DEPARTMENT, CAREER AND TRAINING DIVISION	0235	SENIOR INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A	18	1	BACHELOR'S DEGREE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
ESTATE MANAGEMENT DEPARTMENT(2)	0546, 0549	SUPERVISING ESTATE MANAGEMENT SPECIALIST	18	2	BACHELOR'S DEGREE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY

9

NCR SOUTH SECTOR OFFICE		0639	FINANCIAL PLANNING SPECIALIST B	18	1	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
VALAYAN/VAYAN/VALENZU/A DISTRICT OFFICE PASAY/PARANQUIL/US PRINS DISTRICT OFFICE (2)		0718, 0794, 0785	SUPERVISOR ENGINEER ARCHITECT	18	3	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB OR ARCHITECTURE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	RA-1050
FAST/JARRIKAN/NAKAGAHAN DISTRICT OFFICE		1159	ESTATE SUPERVISOR B	18	1	BACHELOR'S DEGREE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
ESTATE MANAGEMENT DEPARTMENT		0535	ESTATE SUPERVISOR C	17	1	BACHELOR'S DEGREE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
RESETTLEMENT AND DEVELOPMENT SERVICES DEPARTMENT (2), REGION VII OFFICE (2)		0515, 0516, 2278, 2280	SENIOR RESETTLEMENT AND DEVELOPMENT OFFICER A	17	4	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
ACCOUNTING DEPARTMENT (2), SALAR, NORTHERN SALAR DISTRICT OFFICE, SAMAR 2SOUTHERN SALAR DISTRICT OFFICE		0588, 0587, 0408, 2255, 2278	SENIOR CORPORATE ACCOUNTANT C	16	5	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	RA-1060
NCR NORTH SECTOR OFFICE, CALDOGAN DISTRICT OFFICE (4), NCR SOUTH SECTOR OFFICE, MARILA DISTRICT OFFICE		0584, 0581, 0583, 0584, 0585, 0780, 0985	SENIOR ENGINEER ARCHITECT	16	7	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB OR ARCHITECTURE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	RA-1050
NCR SOUTH SECTOR OFFICE, CAVITE DISTRICT OFFICE		0753, 1820	ADMINISTRATIVE SERVICES OFFICER A	16	2	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
PASAY/PARANQUIL/US PRINS DISTRICT OFFICE, SAMAR NORTHERN SALAR DISTRICT OFFICE		0907, 2157	CASHIER A	16	2	BACHELOR'S DEGREE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
RESETTLEMENT AND DEVELOPMENT SERVICES DEPARTMENT (2)		0505, 0521	SENIOR RESETTLEMENT AND DEVELOPMENT OFFICER B	15	2	BACHELOR'S DEGREE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY
ESTATE MANAGEMENT DEPARTMENT (2), LETIHE 4 SOUTHERN LETIHE DISTRICT OFFICE, DAVAO ORIENTAL/COMPOSTELA VALLEY DISTRICT OFFICE		0527, 0538, 2359, 2742	ESTATE MANAGEMENT SPECIALIST	15	4	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY

9

	07/05	COMMUNITY SUPPORT SERVICES OFFICER	15	1						
SAMAR TA09NTHRN SAMAR DISTRICT OFFICE SAMAR ZSOUTHERN SAMAR DISTRICT OFFICE	2359, 2379	SENIOR FINANCIAL PLANNING ANALYST	15	2	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY		
COMMUNITY SUPPORT SERVICES DEPARTMENT, COMMERCIAL AND INDUSTRIAL ESTATES DEPARTMENT, SAMAR ZSOUTHERN SAMAR DISTRICT OFFICE	0463, 0559, 2372	ADMINISTRATIVE SERVICES OFFICER B	14	3	BACHELOR'S DEGREE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL SECOND LEVEL ELIGIBILITY		
PASIGAYANRINAY ILANGANAYAN DISTRICT OFFICE, CAGAYANAPAYAO KALINGAYBATANES DISTRICT OFFICE, NEGROS ORIENTAL/SIGUIJOR DISTRICT OFFICE, LEYTE 1,2,3&4LIRAN DISTRICT OFFICE, LEYTE 4,SOUTHERN LEYTE DISTRICT OFFICE	1157, 1310, 2349, 2309, 2310, 2338	SENIOR COLLECTION REPRESENTATIVE	12	6	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL FIRST LEVEL ELIGIBILITY		
ACCOUNTING DEPARTMENT, PASAYPARANAO/ELIAS PINAS DISTRICT OFFICE, LEYTE 1,2,3&4LIRAN DISTRICT OFFICE, BUTUAN/CITYANGUSAN DEL NORTREAGUSAN DEL SUR DISTRICT OFFICE	0415, 0420, 0812, 2307, 2880	SENIOR ACCOUNTING PROCESSOR A	12	5	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL FIRST LEVEL ELIGIBILITY		
ACCOUNTING DEPARTMENT(2)	0389, 0399, 0401, 0442, 0456	SENIOR ACCOUNTING PROCESSOR B	10	5	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL FIRST LEVEL ELIGIBILITY		
CAGAYANAPAYAO/KALINGAYBATANES DISTRICT OFFICE, PUSAO/NEVA VICAYAO/RINCONISABELA DISTRICT OFFICE, BUTUAN/CITYANGUSAN DEL NORTREAGUSAN DEL SUR DISTRICT OFFICE	1314, 1315, 1334, 2891, 2892	ESTATE MANAGEMENT ASSISTANT A	10	5	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL FIRST LEVEL ELIGIBILITY		
MANILA DISTRICT OFFICE, REGION II & CAR 2 OFFICE, REGION VI OFFICE	0968, 1280, 2139	SENIOR DRAFTSMAN	11	3	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE OR HIGH SCHOOL, GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL FIRST LEVEL ELIGIBILITY OR DRAFTSMAN (MC 10 SERIES 2013, CATEGORY II)		

2

OFFICE	0108 1297 2282 2123 2897	SECRETARY A	9	5	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB- PROFESSIONAL FIRST LEVEL ELIGIBILITY
LUBOJANAVOTAS/ VALENZUELA DISTRICT OFFICE. CAGAYAN/PAYAOI/KALINGAGATAINES DISTRICT OFFICE. LEYTE 1,2,3/BILIRAN DISTRICT OFFICE, LEYTE 4,5/SOUTHERN LEYTE DISTRICT OFFICE, LEYTE CITY/SURIGAO NORTHSURIGAO DEL SUR/DIMAGAT PROVINCE DISTRICT OFFICE								
LEGAL DEPARTMENT HOUSING SUPPORT SERVICES GROUP, NCR NORTH SECTOR OFFICE	0043, 0462, 0245	DRIVER MECHANIC B	7	3	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL TRADE COURSE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVERS LICENSE (MC 10 SERIES 2013 CATEGORY IV)
PASIGMARIKINAY MANGGAHAN DISTRICT OFFICE	1113	LANSOW/ ADMINISTRATION AIDE	4	1	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
TOTAL NUMBER OF ITEMS 97								

9