MEMORANDUM

TO: All Interested Applicants  
FROM: Chair, Personnel Selection Board  
SUBJECT: CALL FOR APPLICATIONS FOR THE SEVEN (7) VACANT POSITIONS  
DATE: 06 June 2018

1. The following vacant plantilla positions in the National Security Council are open for applications:

<table>
<thead>
<tr>
<th>Position/SG</th>
<th>No. of Vacancy</th>
<th>Unit Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS Specialist IV/ SG22</td>
<td>1</td>
<td>Conference Management Staff</td>
</tr>
<tr>
<td>NS Specialist III/ SG19</td>
<td>1</td>
<td>Strategic Studies Branch</td>
</tr>
<tr>
<td>Planning Assistant/ SG8</td>
<td>4</td>
<td>Policy Studies Branch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strategic Studies Branch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conference Management Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finance Support Staff (Accounting Division)</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>1</td>
<td>Strategic Management Staff</td>
</tr>
<tr>
<td>SG7</td>
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</tbody>
</table>

2. In line with the above, the PSB invites all interested applicants to submit, through the Human Resource Development Services (HRDS), the following documents not later than the close of office hours on 19 June (Tuesday):

1.1 Application letter;
1.2 Updated Personal Data Sheet (PDS);
1.3 Work Experience Sheet;
1.4 Certificates of training attended;
1.5 Individual Performance Commitment and Review Form (IPCRF) for the last two (2) rating periods or equivalent Performance Evaluation; and
1.6 CS eligibility certificate/PRC Certification for passing Licensure Examination (for external applicants only).

Additional requirements for internal applicants

1.7 Actual duties and responsibilities certified by the Unit Head; and,
1.8 Summary and description of best outputs/major accomplishments in NSC in the past two years.

Considering that the above requirements are critical to the initial screening process as required by the NSC Merit Promotion and Selection Plan (MPSP) as well as CSC rules and regulations, incomplete applications shall not be processed.

3. For any clarification, you may contact Ms. Agnes B. Ermitano or Ms. Melanie R. Canones of the HRDS at telephone no. 927-42-45 local 1502.

Thank you.

Chair, Personnel Selection Board

ODG RUPANO S. LOPES, JR.
Chair, Personnel Selection Board
and The Deputy Director General, NSC
To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the National Security Council in the CSC website:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title</th>
<th>Plantilla Item No.</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (If applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
</table>
| 1   | National Security Specialist IV | NSCB-NSS4-6-1998  | P56,717.00     | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS Professional; Second Level Eligibility | - Effective Coordination Skills  
- Management of Work and Systems  
- Good Communication Skills (verbal and written)  
- Strategic/Analytical Skills  
- Technical Competence  
- Relationship Management (teamwork and networking) | NCR |
| 2   | National Security Specialist III | NSCB-NSS3-12-1996 | P42,099.00     | Bachelor's Degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Professional; Second Level Eligibility | - Analytical Skills  
- Proactive/Responsive  
- Technical Competence  
- Good Communication Skills (verbal and written) | NCR |
| 3   | Planning Assistant       | NSCB-PLA-2-1998   | P16,282.00     | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | CS Sub-Professional; First Level Eligibility | - Results-Oriented  
- Good Communication Skills  
- Client Orientation  
- Basic Technical Writing | NCR |
| 4   | Planning Assistant       | NSCB-PLA-3-1998   | P16,282.00     | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | CS Sub-Professional; First Level Eligibility | - Results-Oriented  
- Good Communication Skills  
- Client Orientation  
- Basic Technical Writing | NCR |
| 5   | Planning Assistant       | NSCB-PLA-6-1998   | P16,282.00     | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | CS Sub-Professional; First Level Eligibility | - Results-Oriented  
- Good Communication Skills  
- Client Orientation  
- Basic Technical Writing | NCR |
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>NSCB Code</th>
<th>Yr. App.</th>
<th>Basic Salary</th>
<th>Application Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Planning Assistant</td>
<td>NSCB-PLA-7-1998</td>
<td>8</td>
<td>P16,282.00</td>
<td>Completion of 2 years’ studies in college, 4 hours relevant training, 1 year relevant experience.</td>
</tr>
<tr>
<td>7</td>
<td>Administrative Assistant I (Secretary I)</td>
<td>NSCB-ADAS1-9-2004</td>
<td>7</td>
<td>P15,254.00</td>
<td>Completion of 2 years’ studies in college, None required, None required, CS Sub-Professional; First Level Eligibility.</td>
</tr>
</tbody>
</table>

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 19 June 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Asst. Director General FILONILA D. BALITAAN
General Administration and Support Office
No. 5 V. Luna Road corner East Avenue, Quezon City
personnel@nsc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.