



Republic of the Philippines  
Office of the President  
**National Security Council**

**MEMORANDUM**

TO : All Interested Applicants  
FROM : Chair, Personnel Selection Board  
SUBJECT : **CALL FOR APPLICATIONS FOR ONE (1) VACANT  
NS SPECIALIST III/ SG19 POSITION**  
DATE : 12 September 2018

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1. Hereunder vacant position in the National Security Council is open for applications:

Position/SG	No. of Vacancy	Unit Allocation	Duties and Responsibilities
<b>NS Specialist III/ SG19</b>	1	Office of the Director General	<ol style="list-style-type: none"><li>1) Assists the senior officer in the evaluation and analysis of information events and incidents in relation to overall security;</li><li>2) Assists the senior officer in the efficient coordination and monitoring of the implementation of policies, programs and projects on national security;</li><li>3) Assists the senior officer in preparing staff papers and researches for consideration of the NS Director General;</li><li>4) In the absence of the NS Specialist IV, and as directed by the NS Director General assists and participates in the inter-agency meetings to monitor programs and projects on national security; and</li><li>5) Performs other related tasks as required.</li></ol>

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 24 September (Monday):**

- 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).

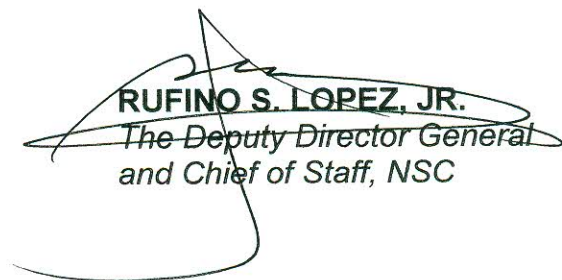
**Additional requirements for internal applicants**

- 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.

  
**RUFINO S. LOPEZ, JR.**  
*The Deputy Director General  
and Chief of Staff, NSC*

Republic of the Philippines  
NATIONAL SECURITY COUNCIL  
Request for Publication of Vacant Positions

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:

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**HERMOGENES C. ESPERON, JR.**

National Security Adviser and Director General, NSC

Date: 31 August 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	National Security Specialist III	NSCB-NSS3-8-1998	19	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
	*****Nothing follows*****									

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 14 September 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

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.**