MEMORANDUM

TO: All Interested Applicants
FROM: The Personnel Selection Board
SUBJECT: CALL FOR APPLICATIONS FOR FOUR (4) VACANT POSITIONS
DATE: 08 November 2021

1. In light of the recently-approved promotions, the call for application for the following positions is hereby published (see attached CSC Publication):

<table>
<thead>
<tr>
<th>Position</th>
<th>Unit Allocation</th>
<th>SG</th>
<th>Duties and Responsibilities</th>
<th>Qualification Standards</th>
</tr>
</thead>
</table>
| National Security Specialist III | ODG             | 19 | • As directed by the immediate supervisor, coordinates with various offices activities/research/ projects being undertaken by the Division and monitors results thereof;  
• Assists in the preparation of technical papers needed in the unit;  
• Consolidates data/reports as inputs to the other units of the NSC;  
• Performs research work for the Office;  
• Provides primary assistance in the gathering, collection and preliminary analysis of data;  
• Assists the senior officer in the preparation of staff papers and in the drafting of studies/researches for consideration; and  
• Performs other related functions. | Education: Bachelor’s degree relevant to the job  
Experience: 2 years of relevant work experience  
Training: 8 hours of relevant training  
Eligibility: CS Professional/ 2nd Level Eligibility |
| National Security Specialist III | PSSO            | 19 | • Studies, evaluates and monitors complicated policies, programs and projects with national security implications by the various agencies in the local sector; prepares comments and makes recommendations of the same;  
• Analyzes and interprets complicated national security-related programs, projects and activities of the various department;  
• Undertakes supplemental studies on complicated policy issues, identifies obstacles or threats to national security;  
• Assists and participates in group studies and analysis of complicated problems on public policy and program administration, the possible issues, obstacles or threats to national security;  
• On a broader scope, provides technical assistance concerning problems/policy issues affecting national security; and  
• Performs other related functions. | Education: Bachelor’s degree relevant to the job  
Experience: 2 years of relevant work experience  
Training: 8 hours of relevant training  
Eligibility: CS Professional/ 2nd Level Eligibility |
| National Security Specialist III | HRDS            | 19 | • Assists in the review and recommendation of human resource-related guidelines and policies;  
• Responsible for the Program to Institutionalize Meritocracy and Excellence in Human Resource Program (PRIME-HRM) of the CSC  
• Responsible for the Competency-Based Framework development and program  
• Conducts and evaluates Individual Development Plan, Training Needs Assessment, Employee Evaluation  
• Plans, programs, and prepares for L&D Plan and Calendar  
• Processes L&D programs by providing initial evaluation:  
  - Prepares training proposals, memoranda and action documents seeking approval of training participation;  
  - Conducts documentation and prepares Post-Activity Reports;  
• Provides technical assistance in the institutional guidelines and policies (e.g., Health and Wellness Guidelines, L&D Guidelines, MSP drafting, etc.)  
• Prepares necessary personnel-related memoranda, official communications, letters, etc.  
• Provides secretariat support and participation to various NSC Committees: Personnel Development Committee (PDC), Quality Management System (QMS), among others;  
• Performs other related functions. | Education: Bachelor’s degree relevant to the job  
Experience: 2 years of relevant work experience  
Training: 8 hours of relevant training  
Eligibility: CS Professional/ 2nd Level Eligibility |
| Executive Assistant I           | SMS             | 14 | • Assists in the formulation, development, implementation and monitoring of Performance management metrics;  
• Responsible for the conduct of periodic performance review, quality and productivity improvement;  
• Assists in the development of planning related information system or database;  
• Analyzes planning related information  
• Coordinates planning implementation with other concerned units and agencies;  
• Prepares routine correspondences and reports; and  
• Performs other related functions. | Education: Bachelor’s degree  
Experience: 1 year of work experience  
Training: 4 hours training  
Eligibility: CS Professional/ 2nd Level Eligibility |
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 November 2021**:

2.1. Application letter;
2.2. Updated Personal Data Sheet (PDS);
2.3. Work Experience Sheet;
2.4. Certificates of training attended;
2.5. Individual Performance Commitment and Review Form (IPCRF) for the last two (2) rating periods or equivalent Performance Evaluation; and
2.6. CS eligibility certificate/PRC Certification for passing Licensure Examination (for external applicants only).

**Additional requirements for internal applicants**

2.7. Actual duties and responsibilities certified by the Unit Head; and
2.8. 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 CSC rules and regulations, **incomplete applications shall not be processed**.

3. Should you have questions/concerns, you may contact NSS V Agnes B. Ermitaño or NSS II Joyce Anne M. Pradez of the HRDS at telephone no. 89274245 (loc. 1502) or 89282771.

For information/guidance.

**RUFINO S. LOPEZ, JR.**

*The Deputy Director General and Chief of Staff/Chairperson, Personnel Selection Board*
Republic of the Philippines  
NATIONAL SECURITY COUNCIL  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL SECURITY COUNCIL in the CSC website:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job Pay Grade</th>
<th>Monthly Salary</th>
<th>Qualification Standards</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
</table>
| 1   | National Security Specialist III NSCB-NSS3-5-1998 | 19                 | P48,313.00           | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional)/Second Level Eligibility  
                 • Results-Oriented  
                 • Good Communication Skills (verbal and written)  
                 • Client Orientation  
                 • Technical Writing Skills  
                 • Resource Management Skills | Strategic Studies Branch |
| 2   | National Security Specialist III NSCB-NSS3-17-1998 | 19                 | P48,313.00           | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional)/Second Level Eligibility  
                 • Results-Oriented  
                 • Good Communication Skills (verbal and written)  
                 • Client Orientation  
                 • Technical Writing Skills  
                 • Resource Management Skills | Administrative and Finance Staff |
<table>
<thead>
<tr>
<th></th>
<th>National Security Specialist III</th>
<th>NSCB-NSS3-13-1998</th>
<th>19</th>
<th>P48,313.00</th>
<th>Bachelor's degree relevant to the job</th>
<th>8 hours of relevant training</th>
<th>2 years of relevant experience</th>
<th>Career Service (Professional)/Second Level Eligibility</th>
<th>Results-Oriented • Good Communication Skills (verbal and written) • Client Orientation • Technical Writing Skills • Resource Management Skills</th>
<th>Management and Audit Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Executive Assistant I</td>
<td>NSCB-EXA1-1-1998</td>
<td>14</td>
<td>P30,799.00</td>
<td>Bachelor's degree</td>
<td>4 hours of training</td>
<td>1 year of experience</td>
<td>Career Service (Professional)/Second Level Eligibility</td>
<td>Results-Oriented • Good Communication Skills (verbal and written) • Client Orientation • Technical Writing Skills • Resource Management Skills</td>
<td>Office of the Director General</td>
</tr>
</tbody>
</table>

xx Nothing follows xx

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 November 2021:

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records.

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

**FILONILA D. BALITAAN**  
Assistant Director General  
No. 5 V. Luna corner East Avenue Quezon City  
recruitment@nsc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.