MEMORANDUM FROM THE DEPUTY DIRECTOR GENERAL AND PSB CHAIRPERSON  
TO: All Interested Applicants  
FROM: The Personnel Selection Board  
SUBJECT: CALL FOR APPLICATIONS FOR THREE (3) VACANT POSITIONS  
DATE: 14 September 2021

1. The call for application for the following positions is hereby published (see **attached** CSC Publication:

<table>
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<tr>
<th>Position</th>
<th>Unit Allocation</th>
<th>SG</th>
<th>Duties and Responsibilities</th>
<th>Qualification Standards</th>
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</table>
| **1. National Security Specialist II (NSCB-NSS2-5-1998)**  
Permanen | CMS | 16 | • Coordinates the technical/physical arrangements for meetings of Council Proper/EC-NSC, SJPCC, NTF-WPS, NIB, and SJPCC Sub-cluster/Working Groups, to include: a) confirmation of guests, b) ushering, c) coordination of request for administrative/technical support from concerned offices/units, d) protocol/preparation of seat plan, e) reservations for conference venues, catering services, and f) physical setting materials like chairs/tables, audio-visual requirements) – as applicable;  
• Coordinates the presentations for meetings of the Council Proper/EC-NSC, SJPCC, NTF-WPS, NIB, and Sub-cluster/Working Groups;  
• Prepares the notice of meeting/invitation letters for meeting of Council Proper/EC-NSC, SJPCC, NTF-WPS, NIB, and Sub-cluster/Working Groups and other official meetings;  
• Prepares and maintains the database of Directory of government officials, designated representatives, and contact persons of concerned departments/agencies; and  
• Performs other related functions. | Education: Bachelor's degree relevant to the job  
Experience: 1 year of relevant work experience  
Training: 4 hours of relevant training  
Eligibility: CS Professional/Second Level Eligibility |
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| 2. Administrative Officer IV (Human Resource Management Officer II) (NSCB-ADOF4-16-2019) Permanent | GASO-HRDS | 15 | • Responsible for the Competency-Based Recruitment process in line with the CSC PRIME-HRM  
• Handles recruitment, selection, and placement processes  
• Maintains pool of applicants and conducts paper screening/ initial evaluation  
• Preparation of individual profile of shortlisted applicants  
• Administers qualifying examinations and preparation of results  
• Prepares documentary requirements and necessary coordination for scouting of applicants – including coordination with universities, colleges, online portal (Jobstreet), and other concerned bodies for job fairs  
• Drafts NSC personnel policies and guidelines on Merit Promotion and Selection pursuant to CSC requirements and standard  
• Keeps NSC up-to-date and compliant with recruitment/promotion-related policies; including maintenance of databases  
• Prepares CSC monthly reports  
• Updates the NSC Personal Services Itemization and Plantilla of Personnel  
• Provides technical and administrative support to the Personnel Selection Board: preparation of minutes, resolutions, memoranda, letters, reports, etc.  
• Preparation of comparative assessment of candidates vis-à-vis CSC and NSC Merit Promotion and Selection Plan (scores and tabulations)  
• Performs other related functions as may be required. | Education: Bachelor's degree relevant to the job  
Experience: 1 year of relevant work experience  
Training: 4 hours of relevant training  
Eligibility: CS Professional/ Second Level Eligibility |
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<li>Responsible for reporting issues and monitoring in the HRMS.  
<li>Coordinates with units and HRMS service provider as necessary.  
<li>Performs other related functions as may be required.  

Education: Completion of two-year studies in college or high school graduate with relevant vocational/trade course  

Experience: 2 years of relevant work experience  

Training: 8 hours of relevant training  

Eligibility: CS Sub-professional/First 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 **30 September 2021**:
   2.1. Application letter;
   2.2. Updated Personal Data Sheet (PDS);
   2.3. Work Experience Sheet;
   2.4. Certificate/s of training/s attended;
   2.5. Individual Performance Commitment and Review Form (IPCRF) for the last two (2) rating periods or equivalent Performance Evaluation;
   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 Unit Head; and
   2.8. Summary and description of best outputs/major accomplishments in the NSC in the past 2 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.

[Signature]

**RUFINO S. LOPEZ, JR.**
**The Deputy Director General**
**and PSB Chairperson**
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:

FILONILA D. BALITAAN  
Assistant Director General for General Administration and Support Office  
Date: 14 September 2021

<table>
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<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Monthly Salary</th>
<th>Qualification Standards</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
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</table>
| 1   | National Security Specialist II                   | NSCB-NSS2-5-1998  | P36,628.00     | Bachelor's degree relevant to the job  
4 hours of relevant training  
1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility  
Technical Writing Skills  
Resource Management Skills | Policy Studies Branch |
| 2   | Administrative Officer IV (Human Resource Management Officer II) | ADOF4-16-2019  | P33,575.00     | Bachelor's degree relevant to the job  
4 hours of relevant training  
1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility  
Technical Writing Skills  
Resource Management Skills | Administrative and Finance Staff |
| 3 | Administrative Assistant V | ADAS5-10-2019 | 11 | P23,877.00 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Career Service (Sub-Professional)/ First Level Eligibility | Second Level Eligibility | • Results-Oriented  
• Good Communication Skills (verbal and written)  
• Client Orientation  
• Technical Writing Skills  
• Resource Management Skills | Administrative and Finance Staff |

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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 30 September 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; and
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.