1. In light of the latest personnel movements, the call for applications for the following positions is hereby republished (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 IV | MISD       | 22 | • Assists in planning, designing and implementing the overall work program and activities of the Division;  
• Assists in controlling and directing work distribution and workflow within the Division;  
• Assists in identifying/determining and prioritizing strategic information systems pertaining to national security for development/revision by the Division or through outsourcing;  
• Helps in the acquisition of application software and commercial off-the-shelf software or assists in the conduct of research/evaluation of industry-standard information systems and software technology relative to NSC Secretariat requirements;  
• Helps in the development of information systems or information/knowledge databases; conducts detailed analysis and design of strategic information systems pertaining to national security being developed/revised by the Division;  
• Prepares program specifications and requirements;  
• Undertakes the administration of existing information systems;  
• Conducts feasibility studies, recommends for development/revision, and prepares the Terms of Reference (TOR) of information systems pertaining to NSC;  
• Conducts research and evaluation of industry-standard information systems and software technology relative to NSC Secretariat requirements;  
• Assists the NSS V in providing technical advice and assistance to the ADG and Branch Director, as well as NS Officers on IS-related activities;  
• Trains and orients users on the use of NSC information systems;  
• Keeps back-up of PSR, DIBs, DOR and NSM daily reports and other digital resources maintained by the Division; and  
• Performs other tasks as may be assigned |
| National Security Specialist III | IMAS   | 19 | • Familiar in Audit review;  
• Prepares reports on work activities;  
• Must be technically equipped to prepare report;  
• Must be familiar with accounting and financial procedure/reporting  
• Strong sense of conviction for Internal Audit Guidelines; |

Education: Bachelor's degree relevant to the job  
Experience: 3 years of relevant work experience  
Training: 16 hours of relevant training  
Eligibility: CS Professional/2nd Level  
Eligibility: Bachelor's degree relevant to the job  
Experience: 2 years of
<table>
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</table>
| National Security        | PAS             | 19 | - Monitors news and the communication environment pertinent to National Security concerns;  
- Prepares Media Lines for the consideration of the NSA and the DDG;  
- Prepares Press Releases, Speeches and Statements for the NSA;  
- Handles the research and collation of data for the NSA and Spokesperson during Press Conferences, Special Events, and Media Engagements;  
- Handles the formulation, update, and execution of the Communication and Advocacy Plan for the NSS and NSP pursuant to the communication and advocacy requirements of AO 12;  
- Responsible for the creation and coordinates the production of IEC materials and AVP needed for communication efforts;  
- Drafts Communication Plans as needed;  
- Responsible for establishing, undertaking and maintaining institutional linkages/liaison with other institutions/government agencies to coordinate strategic communication efforts required by AO12;  
- Responsible for social media activities, particularly the content and audience engagement of NSC in the NSC’s Social Media platforms for the effective communication and advocacy of the NSP/NSS;  
- Liaises with the media for the effective communication and advocacy requirements of the NSP/NSS; and  
- Performs other tasks as may be assigned | 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 10 February 2022:

2.1. Application letter – including the position and unit being applied for;
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
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>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-NSS4-7-1998   | 22                   | P69,963.00     | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional)/Second Level Eligibility | • Supervisory/Leadership Skills  
• Analytical Skills  
• Proactive/Responsive  
• Technical Competence  
• Excellence in Communication Skills (verbal and written) | Statistics Division |
| 2   | National Security Specialist III                 | NSCB-NSS3-13-1998  | 19                   | P49,835.00     | 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 | Management and Audit Staff |

Date: 27 January 2022

FILONILA D. BALITAAN  
Assistant Director General for General Administration and Support Office
<table>
<thead>
<tr>
<th></th>
<th>Position</th>
<th>Code</th>
<th>Years</th>
<th>Degree/ Training</th>
<th>Experience</th>
<th>Career Service Eligibility</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td>National Security Specialist III</td>
<td>NSCB-NSS3-14-1998</td>
<td>19</td>
<td>Bachelor's degree relevant to the job</td>
<td>8 hours of relevant training</td>
<td>2 years of relevant experience</td>
<td>Results-Oriented Good Communication Skills (verbal and written) Client Orientation Technical Writing Skills Resource Management Skills Conference Management and Support Services</td>
</tr>
<tr>
<td>4</td>
<td>Executive Assistant I</td>
<td>NSCB-EXA1-1998</td>
<td>14</td>
<td>Bachelor's degree</td>
<td>4 hours of training</td>
<td>1 year of experience</td>
<td>Results-Oriented Good Communication Skills (verbal and written) Client Orientation Technical Writing Skills Resource Management Skills Office of the Director General</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 10 February 2022.

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@nscc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.