



Republic of the Philippines
Office of the President
National Security Council

MEMORANDUM

TO : All Interested Applicants
 FROM : The Personnel Selection Board
 SUBJECT : **CALL FOR APPLICATIONS FOR FOUR (4) VACANT POSITIONS**
 DATE : 27 January 2022

1. In light of the latest personnel movements, the call for applications for the following positions is hereby republished (see **attached** CSC Publication):

Position	Unit Allocation	SG	Duties and Responsibilities	Qualification Standards
National Security Specialist IV	MISD	22	<ul style="list-style-type: none"> • 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 	Education: Bachelor's degree relevant to the job Experience: 3 years of relevant work experience Training: 16 hours of relevant training Eligibility: CS Professional/ 2 nd Level Eligibility
National Security Specialist III	IMAS	19	<ul style="list-style-type: none"> • 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: 2 years of

Position	Unit Allocation	SG	Duties and Responsibilities	Qualification Standards
			<ul style="list-style-type: none"> • Familiar with Revised Philippine Government Internal Audit Manual (RPGIAM), DBM, other audit rules and regulations and the Procurement Laws; • Under general supervision, reviews agency organizational structure, staffing, administrative systems and procedures; • Drafts audit plans for review of immediate supervisor; • Follows-up actions to determine if audit recommendations have been carried out; • Performs comprehensive auditing work; and • Performs other related functions. 	<p>relevant work experience Training: 8 hours of relevant training Eligibility: CS Professional/ 2nd Level Eligibility</p>
National Security Specialist III	PAS	19	<ul style="list-style-type: none"> • 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 	<p>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</p>
Executive Assistant I	SMS	14	<ul style="list-style-type: none"> • 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. 	<p>Education: Bachelor's degree Experience: 1 year of work experience Training: 4 hours training Eligibility: CS Professional/ 2nd Level Eligibility</p>

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:


FILONILA D. BALITAAN

Assistant Director General for General Administration and Support Office

Date: 27 January 2022

No.	Position Title (Parenthetical Title, if applicable)	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 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	<ul style="list-style-type: none"> •Supervisory/Leadership Skills •Analytical Skills •Proactive/Responsive •Technical Competence •Excellence •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	<ul style="list-style-type: none"> •Results-Oriented •Good Communication Skills (verbal and written) •Client Orientation •Technical Writing Skills •Resource Management Skills 	Management and Audit Staff

3	National Security Specialist III	NSCB-NSS3-14-1998	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	<ul style="list-style-type: none"> •Results-Oriented •Good Communication Skills (verbal and written) •Client Orientation •Technical Writing Skills •Resource Management Skills 	Conference Management and Support Services
4	Executive Assistant I	NSCB-EXA1-1-1998	14	P32,321.00	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> •Results-Oriented •Good Communication Skills (verbal and written) •Client Orientation •Technical Writing Skills •Resource Management Skills 	Office of the Director General
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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 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@nsc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.