



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 EIGHT (8) VACANT POSITIONS**
 DATE : 17 June 2020

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

Position	Unit Allocation	SG	Duties and Responsibilities	Qualification Standards
1. National Security Specialist III	CMS	19	<ul style="list-style-type: none"> Prepares documentation requirements for inter-agency meetings and high-level meetings, to include (a) Indicative Agenda (Agenda Setting), (b) Major Decisions Summary (MDS)/Highlights of the Meeting, (c) Memorandum for the President, and (d) Accomplishment Reports/Term-End/Transition Report; Monitors actions and follows-up on recommendations/decisions reached during meetings; Maintains data needed for monitoring actions taken on decisions/agreements needed during meetings; Supervises the maintenance and transmittal of communication requirements (notices, letters, reports to the President, action memoranda, and other requirements) of meetings; Ensures the preparation, reproduction, collation and maintenance of agenda folders/reference documents of NTF-WPS meetings; and Performs other related functions. 	Education: Bachelor's degree relevant to the job Experience: 2 years of relevant work experience in current position Training: 8 hours of relevant training Eligibility: CS Professional/ Second Level Eligibility
2. National Security Specialist II	CMS	16	<ul style="list-style-type: none"> 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). 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 meetings 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 in current position Training: 4 hours of relevant training Eligibility: CS Professional/ Second Level Eligibility

Position	Unit Allocation	SG	Duties and Responsibilities	Qualification Standards
3. National Security Specialist II	IMO	16	<ul style="list-style-type: none"> Studies, evaluates and monitors less complicated policies, programs and projects on matters of common interests to the various departments and agencies of the government as well as the private sector concerned with national security; Gathers, receives and evaluates data on the on-going activities of the office for the information and guidance of management relative to NSC policies on national security; Assists and participates in group studies and analysis of problems/policies adopted by NSC on national security; Provides assistance in research work, planning support and other coordinative and monitoring activities; Encodes research materials and data gathered for the unit; Assists in gathering data/information and related research materials needed as inputs to the unit's research work; and Performs other related functions. 	<p>Education: Bachelor's degree relevant to the job</p> <p>Experience: 1 year of relevant work experience in current position</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: CS Professional/ Second Level Eligibility</p>
4. National Security Specialist II	GASO	16	<ul style="list-style-type: none"> Prepares communications for the unit (e.g., memoranda, letters, etc.) Provides assistance in research work, planning support and other coordinative and monitoring activities; Provides technical and administrative assistance for meetings and official engagements and prepares required documents Reviews, evaluates, and provides necessary recommendations for documents of the unit Provides, processes, and coordinates Health and Wellness programs and activities for the personnel Handles cash advances for the meetings and conferences' requirements Monitors unit's documents and directives that need immediate action; and Performs other related functions. 	<p>Education: Bachelor's degree relevant to the job</p> <p>Experience: 1 year of relevant work experience in current position</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: CS Professional/ Second Level Eligibility</p>
5. Planning Assistant	IMO	08	<ul style="list-style-type: none"> As directed by the immediate supervisor, coordinates with other offices for activities/ materials regarding researches/ projects being undertaken Gathers and maintains materials and records needed in connection with studies/ projects being undertaken; Assists in preparation of technical papers and reports; Key-in data and information relating to research for storage, maintenance and retrieval to be used during official meetings; Performs preliminary data gathering/ researches as directed by the immediate supervisor; Prepares routine correspondence, endorsements, reports, and encodes all communication requirements of the unit; Acts as Secretariat during staff meetings of the unit, prepares agenda and minutes of said meetings; Receives, routes, and transmits correspondences, reports and documents; and Performs other related functions. 	<p>Education: Completion of two years studies in college</p> <p>Experience: 1 year of relevant experience in current position</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: CS Subprofessional/ First Level Eligibility</p>
6. Planning Assistant	PSSO	08		
7. Planning Assistant	SCO	08		
8. Planning Assistant	SCO	08		

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 July 2020 (Friday)**:

- 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).

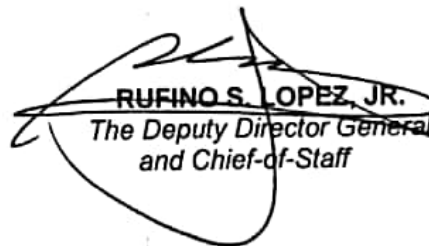
Additional requirements for internal applicants

- 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. Should you have questions/concerns, you may contact NSS IV Agnes B. Ermitaño or NSS II Joyce Anne M. Pradez of the HRDS at telephone no. 9274245 (loc. 1502) or 9282771.

For information/guidance.

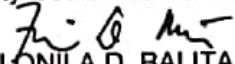

RUFINO S. LOPEZ, JR.
*The Deputy Director General
and Chief-of-Staff*

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: _____

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 III	NSCB-NSS3-4-1998	19	46,791.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience in current position	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> •Analytical Skills •Proactive/Responsive •Technical Competence •Good Communication Skills (verbal and written) •Resource Management Skills 	NCR
2	National Security Specialist II	NSCB-NSS2-2-1998	16	35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience in current position	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> •Analytical Skills •Proactive/Responsive •Technical Competence •Good Communication Skills (verbal and written) •Resource Management Skills 	NCR

3	National Security Specialist II	NSCB-NSS2-5-1998	16	35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience in current position	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 	NCR
4	National Security Specialist II	NSCB-NSS2-6-1998	16	35,106.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience in current position	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 	NCR
5	Planning Assistant	NSCB-PLA-4-1998	08	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience in current position	Career Service (SubProfessional) 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 	NCR
6	Planning Assistant	NSCB-PLA-5-1998	08	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience in current position	Career Service (SubProfessional) 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 	NCR
7	Planning Assistant	NSCB-PLA-6-1998	08	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience in current position	Career Service (SubProfessional) 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 	NCR

8	Planning Assistant	NSCB-PLA-8-1998	08	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience in current position	Career Service (SubProfessional) 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 	NCR
9										
10										

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 _____.

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

personnel@nsc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.