MEMORANDUM

TO: All Interested Applicants
FROM: The Personnel Selection Board
SUBJECT: CALL FOR APPLICATIONS FOR SECOND LEVEL VACANT POSITIONS
DATE: 25 August 2020

1. The following vacant positions are hereby published (see attached CSC Publication):

<table>
<thead>
<tr>
<th>Positions</th>
<th>SG</th>
<th>Unit Allocation</th>
<th>Duties and Responsibilities</th>
<th>CSC Qualification Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Security Specialist V</td>
<td>24</td>
<td>ODG</td>
<td>• Supervises, controls, and directs the workflow within the unit; and formulates directions, prioritizes, and implements plans for the unit consistent with the interests and goals of the agency;</td>
<td>Education: Master’s degree or Certificate in Leadership and Management from the CSC;</td>
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<td>• Reviews and recommends approval of unit’s outputs; and formulates and implements general administrative plans and policies concerning the unit;</td>
<td>Training: 40 hours of supervisory management L&amp;D intervention;</td>
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<td>• Introduces innovations concerning the unit’s operations; and establishes linkages and collaboration among various functional areas, systems, and processes of the unit/agency;</td>
<td>Experience: 4 years in current position involving management and supervision;</td>
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<td>• Builds a culture of excellent performance and teamwork within the unit; and conducts coaching and mentoring for unit’s personnel to improve individual and team performance;</td>
<td>Eligibility: CS Professional;</td>
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</table>

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 15 September 2020 (Tuesday):

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;
1.8 Summary and description of best outputs/major accomplishments in NSC in the past two years; and
1.9 Certification that current position involves supervisory/managerial functions.

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

No. 5 V Luna Road Corner East Avenue, Quezon City, Philippines
Tel 927-63-04, Trunklines 927-42-45 & 921-49-80 • Fax No.: 928-27-72
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:

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**Position Title (Parenthetical Title, if applicable)**  
National Security Specialist V

**Plantilla Item No.**  
NSCB-NSS5-14-1998

**Salary/Monthly Salary**  
85,074.00

**Qualification Standards**

<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>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 V                    | NSCB-NSS5-14-1998  | 24             | Master's degree OR Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years | 4 years in position involving management and supervision | CS Professional | Management of Work and Systems  
- Relationship to Management (teamwork and networking)  
- Good Communication Skills (verbal and written)  
- Effective Coordinating Skills  
- Strategic/Analytical Skills  
- Technical Competence | NCR |

Assistant Director General for General Administration and Support Office

Date: 28-Aug-20
| National Security Specialist V | NSCB-NSS5-4-1998 | 24 | 85,074.00 | Master's degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years | 4 years in position involving management and supervision | CS Professional | Management of Work and Systems | Relationship to Management (teamwork and networking) | Good Communication Skills (verbal and written) | Effective Coordination Skills | Strategic/Analytical Skills | Technical Competence | NCR |

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 15 September 2020.

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.