



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 SECOND LEVEL VACANT POSITIONS**  
DATE : 25 August 2020

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

Positions	SG	Unit Allocation	Duties and Responsibilities	CSC Qualification Standards
Two (2) National Security Specialist V	24	ODG	<ul style="list-style-type: none"> <li>Supervises, control, and directs the workflow within the unit</li> <li>Formulates directions, prioritizes, and implements plans for the unit consistent with the interests and goals of the agency</li> <li>Reviews and recommends approval of unit's outputs</li> <li>Plans, formulates and implements general administrative plans and policies concerning the unit</li> <li>Introduces innovations concerning the unit's operations</li> <li>Establishes linkages and collaboration among various functional areas, systems, and processes of the unit/agency</li> <li>Builds a culture of excellent performance and teamwork within the unit</li> <li>Conducts coaching and mentoring for unit's personnel to improve individual and team performance</li> <li>Performs other related tasks as required</li> </ul>	Education: Master's degree or Certificate in Leadership and Management from the CSC  Training: 40 hours of supervisory/management L&D intervention  Experience: 4 years in current position involving management and supervision  Eligibility: CS Professional

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

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: 28-Aug-20

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 V	NSCB-NSS5- 14-1998	24	85,074.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/man agement learning and development intervention undertaken within the last 5 years	4 years in position involving management and supervision	CS Professional	<ul style="list-style-type: none"> <li>•Management of Work and Systems</li> <li>•Relationship to Management (teamwork and networking)</li> <li>•Good Communication Skills (verbal and written)</li> <li>•Effective Coordinaton Skills</li> <li>•Strategic/Analytical Skills</li> <li>•Technical Competence</li> </ul>	NCR

2	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	<ul style="list-style-type: none"> <li>•Management of Work and Systems</li> <li>•Relationship to Management (teamwork and networking)</li> <li>•Good Communication Skills (verbal and written)</li> <li>•Effective Coordination Skills</li> <li>•Strategic/Analytical Skills</li> <li>•Technical Competence</li> </ul>	NCR
3	xx Nothing follows xx									

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](http://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](mailto:personnel@nsc.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**