

Republic of the Philippines
NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES
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 HISTORICAL COMMISSION OF THE PHILIPPINES in the CSC website:

RACY D. CAPARAS

Administrative Officer IV & Concurrent HRMO

Date: 11 March 2020

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	Deputy Executive Director III (Deputy Executive Director for Programs and Projects)	NHI-NCCAC-DED3-2-2012	27	123839	Any four (4) year college degree, preferably with master's degree or has completed academic requirements in government management or public administration	None required	three (3) years of actual and relevant experience in managing a government agency	Career Executive Service Officer (CESO)		Office of the Executive Director - Central Office
2	Administrative Officer V (Records Officer III)	NHI-NCCAC-ADOF5-4-2004	18	42159	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/Second Level Eligibility		Finance and Administrative Division-Central Office
3	Administrative Officer V (Human Resource Management Officer III)	NHI-NCCAC-ADOF5-6-2004	18	42159	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/Second Level Eligibility		Finance and Administrative Division-Central Office
4	Administrative Officer IV (Financial Analyst II)	NHI-NCCAC-ADOF4-3-2007	15	32053	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Finance and Administrative Division-Central Office

5	Senior History Researcher	NHI-NCCAC-SRHR-3-1998	18	42159	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/Second Level Eligibility		Research, Publications and Heraldry Division
6	Photographer II	NHI-NCCAC-PHOTO2-48-2007	7	16458	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Career Service Subprofessional/First Level Eligibility/Photographer (MC 10, s. 2013 - Category II)		Research, Publications and Heraldry Division
7	Senior Historic Sites Development Officer	NHI-NCCAC-SRHSDO-49-2007	18	42159	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
8	Historic Sites Development Officer II	NHI-NCCAC-HISDO2-45-2016	15	32053	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
9	History Researcher II	NHI-NCCAC-HTRYR2-7-2013	14	29277	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
10	Museum Researcher II	NHI-NCCAC-MUSR2-32-2016	14	29277	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
11	Museum Researcher II	NHI-NCCAC-MUSR2-34-2016	14	29277	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division

12	Museum Researcher II	NHI-NCCAC-MUSR2-35-2016	14	29277	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
13	Museum Researcher II	NHI-NCCAC-MUSR2-36-2016	14	29277	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
14	Museum Researcher II	NHI-NCCAC-MUSR2-37-2016	14	29277	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
15	Shrine Curator II	NHI-NCCAC-SC2-27-2007	14	29277	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
16	Shrine Curator II	NHI-NCCAC-SC2-29-2007	14	29277	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
17	Shrine Curator II	NHI-NCCAC-SC2-30-2007	14	29277	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division
18	Historic Sites Development Officer I	NHI-NCCAC-HISDO1-28-2016	11	22316	Bachelor's Degree	None required	None required	Career Service Professional/Second Level Eligibility		Historic Sites and Education Division

19	Museum Guide	NHI-NCCAC-MUSG-7-2015	9	18784	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level eligibility		Historic Sites and Education Division
20	Museum Guide	NHI-NCCAC-MUSG-14-2016	9	18784	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level eligibility		Historic Sites and Education Division
21	Museum Guide	NHI-NCCAC-MUSG-15-2016	9	18784	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level eligibility		Historic Sites and Education Division
22	Museum Guide	NHI-NCCAC-MUSG-17-2016	9	18784	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level eligibility		Historic Sites and Education Division
23	Museum Guide	NHI-NCCAC-MUSG-20-2016	9	18784	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level eligibility		Historic Sites and Education Division
24	Museum Guide	NHI-NCCAC-MUSG-22-2016	9	18784	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level eligibility		Historic Sites and Education Division
25	Museum Guide	NHI-NCCAC-MUSG-23-2016	9	18784	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level eligibility		Historic Sites and Education Division

26	Museum Technician II	NHI-NCCAC-MUST2-6-1998	8	17505	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility/Museum Technician (MC 10, s. 2013 - Category II)		Historic Sites and Education Division
27	Museum Technician II	NHI_NCCAC-MUST2-9-1998	8	17505	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility/Museum Technician (MC 10, s. 2013 - Category II)		Historic Sites and Education Division
28	Museum Technician II	NHI-NCCAC-MUST2-32-2007	8	17505	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility/Museum Technician (MC 10, s. 2013 - Category II)		Historic Sites and Education Division
29	Museum Technician II	NHI-NCCAC-2-43-2007	8	17505	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility/Museum Technician (MC 10, s. 2013 - Category II)		Historic Sites and Education Division
30	Museum Technician II	NHI-NCCAC-MUST2-44-2007	8	17505	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility/Museum Technician (MC 10, s. 2013 - Category II)		Historic Sites and Education Division
31	Security Guard I	NHI-NCCAC-SECG1-10-1998	3	13019	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013-CAT. IV)		Historic Sites and Education Division
32	Engineer III	NHI-NCCAC-ENG3-9-2007	19	46791	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080 (Civil Engineer)		Historic Preservation Division

33	Architect II	NHI-NCCAC-ARC2-19-2007	16	35106	Bachelor's Degree in Architecture	1 year of relevant experience	4 hours of relevant training	RA 1080 (Architect)		Historic Preservation Division
34	Engineer II (Civil Engineer)	NHI-NCCAC-ENG2-10-2016	16	35106	Bachelor's Degree in Civil Engineering	1 year of relevant experience	4 hours of relevant training	RA 1080 (Civil Engineer)		Historic Preservation Division
35	Engineer II (Civil Engineer)	NHI-NCCAC-ENG2-11-2016	16	35106	Bachelor's Degree in Civil Engineering	1 year of relevant experience	4 hours of relevant training	RA 1080 (Civil Engineer)		Historic Preservation Division
36	Administrative Aide IV (Clerk II)	NHI-NCCAC-ADA4-10-2004	4	13807	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility		Historic Preservation Division
37	Chief Science Research Specialist	NHI-NCCAC-CSR3-3-2012	24	85074	Master's Degree or Certificate in Leadership and Management from the Civil Service Commission	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	RA 1080 (Chemical Engineer/Chemist) / Career Service Professional Eligibility		Materials Research Conservation Division
38	Supervising Science Research Specialist	NHI-NCCAC-SVRS-1-2013	22	66867	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional/Second Level Eligibility		Materials Research Conservation Division
39	Science Research Technician II	NHI-NCCAC-SRT2-20-2016	11	22316	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service Subprofessional/First Level Eligibility		Materials Research Conservation Division

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 **March 27, 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:

RACY D. CAPARAS

Administrative Officer IV & Concurrent HRMO

National Historical Commission of the Philippines, NHCP Bldg., T.M. Kalaw St., Ermita, Manila

records.nhcp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.