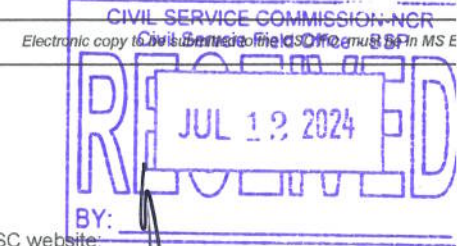


Republic of the Philippines
NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES
Request for Publication of Vacant Positions



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:

MARIA VICTORIA A. MEDINA
Supervising Administrative Officer & Concurrent HRMO

Date: 12 July 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Experience	Training	Eligibility	Competency (if applicable)
1	Administrative Officer V (Human Resource Management Officer III)	NHI-NCCAC-ADOF5-6-2004	18	46725	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional/Second Level Eligibility	Brief Description of the General Function of the Position: Coordinates and supervises all personnel activities within the Commission, ensuring adherence to laws, rules, regulations, and policies; develop and administer a comprehensive personnel program; supervises staff engaged in administrative personnel tasks which includes handling appointments, leaves, transfers, resignations, salary adjustments, and other personnel transactions; assists in the planning of employee welfare programs and in promoting career and employee development; oversees employee development programs; reviews training program evaluations; processes retirement applications; prepares communications on personnel rules and regulations; coordinates with other agencies on personnel policies; and prepare various required reports regularly.
2	Administrative Assistant V (Artist Illustrator III)	NHI-NCCAC-ADAS5-47-2007	11	27000	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	Two years (2) year of relevant experience	Eight (8) hours of relevant training	Illustrator (MC 10, s. 2013-Cat. II)	Brief Description of the General Function of the Position: Creates illustrations and visual representations for museums' permanent or travelling exhibits, displays, and its collateral educational materials; designs graphics, layouts, and visual elements for museum publications and commemorative promotional materials such as brochures, catalogs, posters, tarpaulin signage, and giveaway items; conduct photo and video documentation of museum collections, public program activities, and commemorative events; creates digital illustrations, infographics or animations for social media platforms or interactive displays.

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3	Museum Technician I	NHI-NCCAC-MUST1-2-1998	6	17553	Completion of two (2) years studies in college	None Required	None Required	Museum Technician (MC 10, s. 2013-Cat. II)	Brief Description of the General Function of the Position: Assists in the safe handling, movement, and storage of historical artifacts; installs and dismantles exhibits within the museum; assists in the conservation and preservation of historical artifacts; assists in the fabrication of exhibit components, constructing display mounts or cases; assists in the cleaning of museum premises; provides technical support in the setup of audiovisual equipment or other multimedia components used in exhibits and public programs.

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 **July 26, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (attachment to PDS) which can be downloaded at www.csc.gov.ph;
2. Authenticated Copy of Certificate of Civil Service Eligibility / Board Rating and Certificate or License;
3. Authenticated Copy of Diploma and Official Transcript of Record;
4. Individual Performance Commitment and Review (IPCR) for the last two (2) rating period (if applicable);
5. Certificate of Employment with Actual Duties and Responsibilities (if any); and
6. Certificate of Trainings (if any).

QUALIFIED APPLICANTS are advised to email their application to:

MARIA VICTORIA A. MEDINA
 Supervising Administrative Officer & Concurrent HRMO)
 National Historical Commission of the Philippines, NHCP Bldg., T.M. Kalaw St., Ermita, Manila
mvamedina@nhcp.gov.ph



REMARKS: Kindly include the keyword **"APPLICATION"** to your e-mail subject and indicate the **ITEM NUMBER, POSITION**, and the **PLACE OF ASSIGNMENT** where the vacant position is located. Please also note that due to the volume of applications received, we will be inviting only those who are shortlisted to proceed with the recruitment process.

Only applications with COMPLETE requirements will be processed.

NOTE: "The NHCP adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its recruitment, selection, and placement."