

BULLETIN OF VACANT CONTRACTUAL POSITIONS

Position	CONTRACTUAL HISTORY RESEARCHER
Position Code	2024-005
Number of position	Two (2)
Salary	Php 19,450.00 / month
Place of Assignment	Research, Publications and Heraldry Division
Requirements	Education: Bachelor's degree in history (preferred) or other related social sciences Eligibility: CSC Professional Eligibility or License for Teachers (preferred but not required) Experience: Writing articles Training: None Required
Additional Qualifications	<ul style="list-style-type: none"><li>• Knowledgeable in MS Office Applications</li><li>• Knowledge in research and citation styles</li><li>• With very satisfactory written communication and organization skills</li><li>• Detailed-oriented, results focused, and with good time management skill</li><li>• With good character and professional etiquette</li></ul>
Duties and Responsibilities	<ol style="list-style-type: none"><li>1. Draft communications on naming and renaming of public places and structures;</li><li>2. Draft communications on requests for research assistance for histories and foundation of towns, reference materials for a particular topic, verification of a particular information, among others;</li><li>3. Conduct research for historical calendars for the years 2011, 2012, and 2013;</li><li>4. Conduct research for historical markers, biographies, and local histories of Ilocos Norte;</li><li>5. Review publications on Philippine Muslim History and Heritage;</li><li>6. Performs other related work as assigned by the Officer-in-Charge.</li></ol>

INSTRUCTIONS/REMARKS TO APPLICANTS:

Duration of contract: until December 2024; renewable for FY 2025 or every six (6) months

NHCP encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identity expressions (SOGIE) to submit the following documents:

1. Letter of Application addressed to:  
**Ms. Christine G. Dulnuan**  
Senior History Researcher  
& OIC, Research, Publications and Heraldry Division  
National Historical Commission of the Philippines  
NHCP Bldg., T.M. Kalaw St., Ermita, Manila

2. Updated Personal Data Sheet (PDS) with recent passport picture (CS Form 212 revised 2017) and Updated Work Experience Sheet (WES / CS Form 212 attachment) – downloadable from the CSC website and herein posting- (Pls. follow the instructions in filling-up the PDS and WES;
3. Diploma and Official Transcript of Record
4. Certificate of Trainings (if any)
5. Certificate of Employment with Actual Duties and Responsibilities (if any/applicable)

QUALIFIED APPLICANTS are advised to email their application to [hrms@nhcp.gov.ph](mailto:hrms@nhcp.gov.ph). Kindly include the keyword “**JOB APPLICATION**” to your e-mail subject and indicate the **POSITION, POSITION CODE** and the **PLACE OF ASSIGNMENT** where the vacant position is located.

**Deadline of submission of applications is on 12 October 2024.**

Only applications with COMPLETE documents will be processed.

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Date of Posting: **2 October 2024**