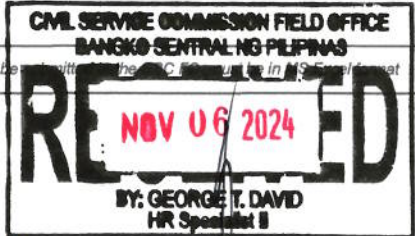


Republic of the Philippines
NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC Regional Office in the following format



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: November 6, 2024

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	Museum Technician II	NHI-NCCAC-MUST2-3-1998	8	20534	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Provides basic maintenance and conservation of the museums's objects and collections including the proper arrangement and display of artifacts and memorabilia during exhibitions/programs;assists in the documentation of artifacts and memorabilia through systematic accessioning and cataloguing procedures; and, conduct regular monitoring of the collections for possible damage and assist in implementing remedial conservation measures as instructed.	Historic Sites and Education Division
2	Museum Technncian II	NHI-NCCAC-MUST2-4-1998	8	20534	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Provides basic maintenance and conservation of the museums's objects and collections including the proper arrangement and display of artifacts and memorabilia during exhibitions/programs;assists in the documentation of artifacts and memorabilia through systematic accessioning and cataloguing procedures; and, conduct regular monitoring of the collections for possible damage and assist in implementing remedial conservation measures as instructed.	Historic Sites and Education Division
3	Museum Technncian II	NHI-NCCAC-MUST2-6-1998	8	20534	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Provides basic maintenance and conservation of the museums's objects and collections including the proper arrangement and display of artifacts and memorabilia during exhibitions/programs;assists in the documentation of artifacts and memorabilia through systematic accessioning and cataloguing procedures; and, conduct regular monitoring of the collections for possible damage and assist in implementing remedial conservation measures as instructed.	Historic Sites and Education Division

4	Museum Technician II	NHI-NCCAC-MUST2-8-1998	8	20534	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Provides basic maintenance and conservation of the museums's objects and collections including the proper arrangement and display of artifacts and memorabilia during exhibitions/programs;assists in the documentation of artifacts and memorabilia through systematic accessioning and cataloguing procedures; and, conduct regular monitoring of the collections for possible damage and assist in implementing remedial conservation measures as instructed.	Historic Sites and Education Division
5	Museum Technician II	NHI-NCCAC-MUST2-32-2007	8	20534	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Provides basic maintenance and conservation of the museums's objects and collections including the proper arrangement and display of artifacts and memorabilia during exhibitions/programs;assists in the documentation of artifacts and memorabilia through systematic accessioning and cataloguing procedures; and, conduct regular monitoring of the collections for possible damage and assist in implementing remedial conservation measures as instructed.	Historic Sites and Education Division
6	Museum Technician II	NHI-NCCAC-MUST2-35-2007	8	20534	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Provides basic maintenance and conservation of the museums's objects and collections including the proper arrangement and display of artifacts and memorabilia during exhibitions/programs;assists in the documentation of artifacts and memorabilia through systematic accessioning and cataloguing procedures; and, conduct regular monitoring of the collections for possible damage and assist in implementing remedial conservation measures as instructed.	Historic Sites and Education Division
7	Museum Technician II	NHI-NCCAC-MUST2-43-2007	8	20534	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Provides basic maintenance and conservation of the museums's objects and collections including the proper arrangement and display of artifacts and memorabilia during exhibitions/programs;assists in the documentation of artifacts and memorabilia through systematic accessioning and cataloguing procedures; and, conduct regular monitoring of the collections for possible damage and assist in implementing remedial conservation measures as instructed.	Historic Sites and Education Division



8	Museum Technician II	NHI-NCCAC-MUST2-44-2007	8	20534	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Provides basic maintenance and conservation of the museum's objects and collections including the proper arrangement and display of artifacts and memorabilia during exhibitions/programs; assists in the documentation of artifacts and memorabilia through systematic accessioning and cataloguing procedures; and, conduct regular monitoring of the collections for possible damage and assist in implementing remedial conservation measures as instructed.	Historic Sites and Education Division
9	Museum Technician I	NHI-NCCAC-MUST1-3-1998	6	18255	Completion of two (2) years studies in college	None required	None required	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Assists the Museum Technician II in the processing and accessioning of museum collections and in the transfer of cultural and historical objects into showcases/exhibits; maintains records of the shrine/landmark as a history museum; and undertake inventory and paperwork tasks, including the preparation of monthly reports and other relevant documentation.	Historic Sites and Education Division
10	Museum Technician I	NHI-NCCAC-MUST1-7-1998	6	18255	Completion of two (2) years studies in college	None required	None required	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Assists the Museum Technician II in the processing and accessioning of museum collections and in the transfer of cultural and historical objects into showcases/exhibits; maintains records of the shrine/landmark as a history museum; and undertake inventory and paperwork tasks, including the preparation of monthly reports and other relevant documentation.	Historic Sites and Education Division
11	Museum Technician I	NHI-NCCAC-MUST1-11-1998	6	18255	Completion of two (2) years studies in college	None required	None required	Museum Technician (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Assists the Museum Technician II in the processing and accessioning of museum collections and in the transfer of cultural and historical objects into showcases/exhibits; maintains records of the shrine/landmark as a history museum; and undertake inventory and paperwork tasks, including the preparation of monthly reports and other relevant documentation.	Historic Sites and Education Division





12	Chief History Researcher	NHI-NCCAC-CHR-1-1998	24	94132	Masteral Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	Brief Description of the General Function of the Position: Undertakes the supervision of the division; formulates plans, programs and projects for the effective implementation of historical research/studies; plans, organizes and coordinates research projects/studies with other operating divisions of the Commission; undertakes general supervision of publication program of the Commission; supervises the translation into English and/or Pilipino of important scholarly works of Filipinos and foreigners originally written in foreign languages; supervises the acquisition of rare and contemporary Filipiniana materials, both in book, manuscripts and other forms; performs other related functions.	Research, Publications and Heraldry Division
13	Supervising History Researcher	NHI-NCCAC-SVHR-1-1998	22	74836	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional/ Second Level Eligibility	Brief Description of the General Function of the Position: Assist the Chief History Researcher in the administration and supervision of the division; assists the Chief History Researcher in monitoring and the attainment of the division's yearly target accomplishments; supervises the conduct of research activities by researchers and translators on the historicity of events, personages and places; coordinates the activities of the sections of the division to ensure smooth operation of individual sections; assists in the preparation of program of work and accomplishment report of the division; performs other tasks as directed by the Chief History Researcher.	Research, Publications and Heraldry Division
14	History Researcher II	NHI-NCCAC-HTRYR2-27-1998	14	35434	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	Brief Description of the General Function of the Position: Conducts researches and writes histories of provinces, cities and towns, and biographical sketches of eminent Filipinos; evaluates recommends on the installation of historical markers of places, events and personages with national historical significance including naming/renaming of public structures/streets; conducts interviews regarding the historicity of event, personages etc. and attend to other research related matters.	Research, Publications and Heraldry Division
15	Administrative Assistant V (Artist Illustrator III)	NHI-NCCAC-ADAS5-46-2007	11	28512	Completion of two (2) years studies in college or High School Graduate with relevant vocational /trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	Illustrator (MC 10, s. 2023 Category II)	Brief Description of the General Function of the Position: Performs studies and designs and formulates specifications of heraldry items; evaluates bid samples of flags submitted to the Commission by different entities; and coordinates various activities of the heraldry unit.	Research, Publications and Heraldry Division

16	History Researcher I	NHI-NCCAC-HTRYR1-23-2007	10	24381	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility	Brief Description of the General Function of the Position: Conducts researches and writes histories of provinces, cities and towns, and biographical sketches of eminent Filipinos; gathers information and materials from libraries, private collections and recognized authorities of Philippine history and culture; and, assists the Publication Officer in preparing materials for publication.	Research, Publications and Heraldry Division
17	Photographer II	NHI-NCCAC-PHOTO2-48-2007	7	19365	High School Graduate or completion of relevant vocational/trade course	None required	None required	Photographer (MC 10, s. 2013 - Category II)	Brief Description of the General Function of the Position: Performs photo/video documentation; attends to researchers with photo request; arranges and organizes the photo and video collections in a scientific and orderly manner; does other related works which may be assigned by immediate head.	Research, Publications and Heraldry 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 November 18, 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. Individual Performance Commitment and Review (IPCR) **in the last two (2) rating periods** (if applicable);
3. Authenticated Copy of Certificate of Civil Service Eligibility / Board Rating and Certificate or License;
4. Authenticated Copy of Diploma and Official Transcript of Record;
5. Certificate of Employment with Actual Duties and Responsibilities (if any); and
6. Certificate of Trainings (if any).

REMARKS: Kindly include the keyword "**JOB 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 by this Agency, we will be inviting only those who are shortlisted to proceed with the recruitment process.

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."

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


MARIA VICTORIA A. MEDINA

Supervising Administrative Officer and concurrent HRMO

NHCP Bldg., T.M. Kalaw St. Ermita, Manila

hrms@nhcp.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

