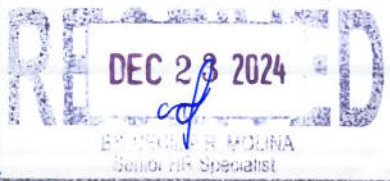


Republic of the Philippines
NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

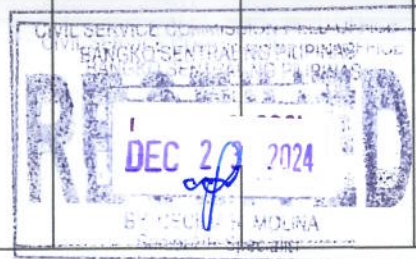
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL HISTORICAL COMMISSION OF THE PHILIPPINES in the CSC website:

MARIA VICTORIA A. MEDINA
Supervising Administrative Officer & concurrent HRMO

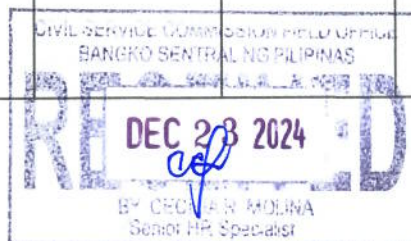
Date: December 23, 2024

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	Senior Shrine Curator II	NHI-NCCAC-SRSC-49-2016	18	49015	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional/ Second Level Eligibility	<p>Core and Organizational Competencies (Advanced) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions</p> <p>Leadership Competencies (Basic) L1 - Building Collaborative Inclusive Working Relationships L2 - Managing Performance and Coaching for Results L3 - Leading Change L4 - Thinking Strategically and Creatively L5 - Creating and Nurturing a High-Performing Organization</p> <p>Technical Competencies (Advanced) T9 - Exhibition Production T23 - Project Program and Event Management T27 - Security Management T28 - Visitor Operations Administration</p> <p>Brief Description of the General Function of the Position: Supervises entire museum & grounds and all operations, from displays & exhibits to physical maintenance and security & performance of museum personnel; actively seeks out sources of artifacts, documents & films that may be added to the museum collection & advises management on possible acquisitions & provenance of artifacts to be obtained; conceptualizes & implements didactic collateral activities and public programs in line with the museum narrative, exhibits, & e-learning facility, & ensures that these programs are satisfactorily carried out; conceptualizes, researches on & executes special exhibits at least every 6 mos.; conceptualizes, researches on & implements traveling exhibits in & outside the immediate community at least once every 18 months; submits regular reports to the Sup. Historic Sites Dev't. Officer and other relevant information that has impact on museum management & policy; safeguards the use & ensures the proper maintenance of all technology-based exhibits such as holograms & touchscreen computer/ tablets, prepares various correspondence, memoranda, reports & responses to public request; attends regular meetings of the division and others called by the division chief & by upper management; represents the museum in local gatherings & other occasions designated by the division chief; engages in relevant community activities & collaborates with local parties whenever appropriate and feasible; reports to the central office local issues relating to heritage & historical concerns; and, performs other tasks assigned by the division chief.</p>	Historic Sites and Education Division

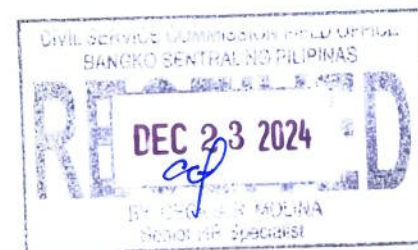
2	History Researcher II	NHI-NCCAC-HTRYR2-6-2013	14	35434	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	<p>Core and Organizational Competencies (Intermediate) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions</p> <p>Technical Competencies (Intermediate) T8 - Editorial and Media Production T9 - Exhibition Production T15 - Information, Education, and Communication (IEC) Materials</p> <p>Brief Description of the General Function of the Position: Assists in the conduct of pertinent research using primary sources and documents regarding significant heroes, events, sites, and personages for use during the preparation of curatorial requirements of shrine museums and in the celebration of commemorative events; conducts research and drafts texts for shrine brochures, catalogues, exhibition guide notes, articles for publication, and other special reports; conducts research and drafts exhibition concepts papers and narratives, and other exhibition components for use during the preparation of curatorial requirements of NHCP shrine museums; facilitates and assists in the preparation and implementation of curatorial works for museums and special exhibit; assists in the conceptualization and implementation of marketing strategies and museum product development; assists in the conceptualization and implementation of collateral activities and public programs for NHCP shrine museums; prepares various correspondence, memoranda, and reports; does other related works.</p>	Historic Sites and Education Division
3	Museum Researcher II	NHI-NCCAC-MUSR2-34-2016	14	35434	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	<p>Core and Organizational Competencies (Intermediate) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions</p> <p>Technical Competencies (Intermediate) T9 - Exhibition Production T13 - Historical Research</p> <p>Brief Description of the General Function of the Position: Conducts comprehensive research and documentation of artifacts and memorabilia in the museum collection to determine provenance and authenticity, for proper cataloguing and accessioning; organizes and drafts object list of artifacts and other visuals to be used in museum displays, travel exhibits, and special exhibits; reports on the condition of historical artifacts and memorabilia in the collection and museum's structure for conservation and restoration; conducts research, draft narratives, and maps out visuals for travelling and special exhibits; conduct research and drafts texts for museum brochures, catalogues, exhibition guide notes, articles for publication, and other special reports; researches and writes articles on historical and cultural topics online and print publications and the museum websites; assists in the conceptualization and implementation of didactic collateral activities and public programs in line with the promotion of museum's exhibits, and ensure that the programs are satisfactory carried out; and, performs other related functions.</p>	Historic Sites and Education Division



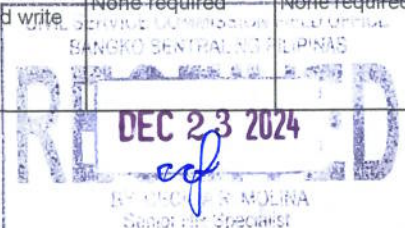
4	Museum Researcher II	NHI-NCCAC-MUSR2-37-2016	14	35434	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	<p>Core and Organizational Competencies (Intermediate) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions</p> <p>Technical Competencies (Intermediate) T9 - Exhibition Production T13 - Historical Research</p> <p>Brief Description of the General Function of the Position: Conducts comprehensive research and documentation of artifacts and memorabilia in the museum collection to determine provenance and authenticity, for proper cataloguing and accessioning; organizes and drafts object list of artifacts and other visuals to be used in museum displays, travel exhibits, and special exhibits; reports on the condition of historical artifacts and memorabilia in the collection and museum's structure for conservation and restoration; conducts research, draft narratives, and maps out visuals for travelling and special exhibits; conduct research and drafts texts for museum brochures, catalogues, exhibition guide notes, articles for publication, and other special reports; researches and writes articles on historical and cultural topics online and print publications and the museum websites; assists in the conceptualization and implementation of didactic collateral activities and public programs in line with the promotion of museum's exhibits, and ensure that the programs are satisfactory carried out; and, performs other related functions.</p>	Historic Sites and Education Division
5	Shrine Curator II	NHI-NCCAC-SC2-27-2007	14	35434	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	<p>Core and Organizational Competencies (Intermediate) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions</p> <p>Technical Competencies (Intermediate) T9 - Exhibition Production T13 - Historical Research T28 - Visitor Operations Administration</p> <p>Brief Description of the General Function of the Position: Takes charge of the presentation and care of the historic buildings or structures, grounds, collections, physical environment and security and its relation to heroes; advises on acquisitions, research and provenance and report on items scheduled for acquisition and disposal; accessions, catalogues, and takes stock of items in the collections; maintains records, trains, and supervises staff; organizes displays and exhibit; answers inquiries and provides guide services to special visitors; reports on conservation needs for items in the collection and the building; produces/conceptualizes didactic public programs in line with the promotion of the shrine's exhibits, and ensures that the aforementioned programs are satisfactorily carried out; and, performs other related functions.</p>	Historic Sites and Education Division



6	Historic Sites Development Officer I	NHI-NCCAC-HSDO1-33-2007	11	28512	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	Core and Organizational Competencies (Intermediate) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Intermediate) T9 - Exhibition Production T23 - Project/Program and Event Management T29 - Shrines and Museums Management	Historic Sites and Education Division
7	Museum Guide	NHI-NCCAC-MUSG-5-2015	9	22219	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional/First Level Eligibility	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T28 - Visitor Operations Administration T29 - Shrines and Museums Management	Historic Sites and Education Division
8	Museum Guide	NHI-NCCAC-MUSG-6-2015	9	22219	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional/First Level Eligibility	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T28 - Visitor Operations Administration T29 - Shrines and Museums Management	Historic Sites and Education Division
9	Museum Guide	NHI-NCCAC-MUSG-15-2016	9	22219	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional/First Level Eligibility	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T28 - Visitor Operations Administration T29 - Shrines and Museums Management	Historic Sites and Education Division
10	Museum Guide	NHI-NCCAC-MUSG-17-2016	9	22219	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional/First Level Eligibility	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T28 - Visitor Operations Administration T29 - Shrines and Museums Management	Historic Sites and Education Division



11	Museum Guide	NHI-NCCAC-MUSG-20-2016	9	22219	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional/First Level Eligibility	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T28 - Visitor Operations Administration T29 - Shrines and Museums Management	Historic Sites and Education Division
12	Museum Guide	NHI-NCCAC-MUSG-21-2016	9	22219	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional/First Level Eligibility	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T28 - Visitor Operations Administration T29 - Shrines and Museums Management	Historic Sites and Education Division
13	Museum Guide	NHI-NCCAC-MUSG-25-2016	9	22219	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional/First Level Eligibility	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T28 - Visitor Operations Administration T29 - Shrines and Museums Management	Historic Sites and Education Division
14	Museum Guide	NHI-NCCAC-MUSG-26-2016	9	22219	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional/First Level Eligibility	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T28 - Visitor Operations Administration T29 - Shrines and Museums Management	Historic Sites and Education Division
15	Security Guard I	NHI-NCCAC-SECG1-6-1998	3	15265	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Category IV)	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T27 - Security Management T28 - Visitor Operations Administration	Historic Sites and Education Division
16	Administrative Aide I (Utility Worker I)	NHI-NCCAC-ADA1-30-2004	1	13530	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013- Category III)	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T3 - Building & Facilities Maintenance	Historic Sites and Education Division



17	Administrative Aide I (Utility Worker I)	NHI-NCCAC-ADA1-31-2004	1	13530	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013- Category III)	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T3 - Building & Facilities Maintenance	Historic Sites and Education Division
18	Administrative Aide I (Utility Worker I)	NHI-NCCAC-ADA1-33-2004	1	13530	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013- Category III)	Core and Organizational Competencies (Basic) C1 - Exemplifying Integrity and Professionalism C2 - Personal Effectiveness C3 - Communicating Effectively O1 - Digital Literacy O2 - Monitoring and Evaluation O3 - Solving Problems and Making Decisions Technical Competencies (Basic) T3 - Building & Facilities Maintenance	Historic Sites and Education 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 **January 8, 2025**.

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.

