

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

Electronic copy to be submitted to the

CIVIL SERVICE COMMISSION FIELD OFFICE
BANGKO SENTRAL NG PILIPINAS

RECEIVED
JAN 14 2025

BY: GEORGE T. DAVID
HR Specialist II

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:

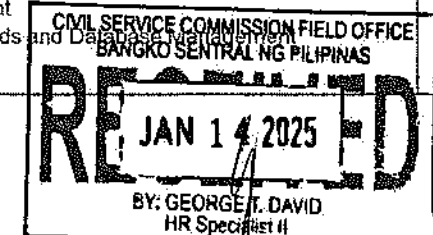
MARIA VICTORIA A. MEDINA

Supervising Administrative Officer & concurrent HRMO

Date: January 14, 2025

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	Accountant III	NHI-NCCAC-A3-1-1998	19	53873	Bachelor's Degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	Eight (8) hours of relevant training	RA 1080 (CPA)	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 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 Technical Competencies (Advanced) T2 - Budget Administration and Control T10 - Financial Management T11 - General Administration and Support Services Management T17 - Internal Audit Management	Finance and Administrative Division

2	Administrative Officer V (Budget Officer III) (Anticipated Vacancy)	NHI-NCCAC-ADOF5-4-2016	18	49015	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080 (CPA)	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 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 Technical Competencies (Advanced) T2 - Budget Administration and Control T11 - General Administration and Support Services Management T17 - Internal Audit Management	Finance and Administrative Division
3	Administrative Officer V (Records Officer III) (Anticipated Vacancy)	NHI-NCCAC-ADOF5-4-2004	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	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 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 Technical Competencies (Advanced) T1 - Asset Management (Property Inventory and Disposal Management) T11 - General Administration and Support Services Management T24 - Records and Database Management	Finance and Administrative Division



4	Museum Technician I	NHI-NCCAC-MUST1-36-2007	6	18255	Completion of two (2) years studies in college	None required	None required	Museum Technician (MC 10, s. 2013 - Category II)	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) T18 - Laboratory/Equipment Management T24 - Records and Database Management	Historic Sites and Education Division
5	Security Guard I	NHI-NCCAC-SECG1-12-1998	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


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 27, 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.

