
BULLETIN OF VACANT CONTRACTUAL POSITIONS

Position	<u>CONTRACTUAL CLERK</u>
Position Code	2025-001
Number of position	
Salary	Php 19,450.80 / month
Place of Assignment	Historic Preservation Division (HPD)
Requirements	Education: Bachelor's Degree Eligibility: None Required Experience: None Required Training: None Required
Additional Qualifications	<ul style="list-style-type: none">• Knowledgeable in MS Office Applications• With very satisfactory written communication and organization skills• Detailed-oriented, results focused, and with good time management skill
Duties and Responsibilities	<ol style="list-style-type: none">1. Facilitates requests for airline ticket bookings for official travel.2. Prepares and validates documents for reimbursements and liquidations.3. Preparation/encoding of simple memoranda, letters etc.4. Checks outgoing and incoming data for accuracy and completeness.5. Records and releases incoming and outgoing correspondence and other documents.6. Filing and retrieval of office records and correspondence.7. Attending to simple requests for records.8. Attending to telephone calls and simple inquiries.

INSTRUCTIONS/REMARKS TO APPLICANTS:

Duration of contract: until June 2025; 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:
Arch. Reynaldo S. Lita
Chief History Researcher, HPD
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. 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 21 January 2025.

Only applications with COMPLETE documents will be processed.

Date of Posting: **15 January 2025**