
BULLETIN OF VACANT CONTRACTUAL POSITION

Position	<u>CONTRACTUAL HISTORY RESEARCHER</u>
Position Code	2025-003
Number of position	
Salary	Php 19,450.00 / month
Place of Assignment	Publication Section - Research, Publications and Heraldry Division (RPHD)
Requirements	Education: Bachelor's Degree relevant to the job (preferably History or other related Social Science) Eligibility: None Required Experience: One (1) year of experience in proofreading manuscripts and historical research and writing Training: None Required
Additional Qualifications	<ul style="list-style-type: none">• Knowledge in MS Word Applications.• Knowledge in research with Chicago Manual of Style 17th ed citation and bibliography.• With very satisfactory written communication and organization skills.• Detail-oriented, results-focused, and with good time management skills.• With good character and professional etiquette.
Duties and Responsibilities	<ol style="list-style-type: none">1. Assist in proofreading the layout of publication projects, including but not limited to manuscripts or books on Philippine Muslim History and Heritage.2. Assist in preparing materials for publication purposes.3. Assist in preparing contracts of services for copy editors and requests for publication.4. Conducts research as assigned by senior or supervising history researcher.

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:

Christine G. Dulnuan

Senior History Researcher and Officer-in-Charge, RPHD
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 recruitment@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 08 May 2025.

Only applications with COMPLETE documents will be processed.

Date of Posting: **28 April 2025**