

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



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:

[Signature]
ROSALIE S. TABLADA
Administrative Officer V (HRMO III)

Date: 31 March 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Deputy Executive Director III (for Administration)	NHI-NCCAC-DED3-1-1998	27	136893	Any four (4) year college degree, preferably with master's degree or has completed academic requirements in government management or public administration	Three (3) years of actual relevant experience in managing a government agency	None required	Career Executive Service Officer (CESO)	Core and Organizational Competencies (Superior) 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 (Superior) L1 - Building Collaborative Inclusive Working Relationships L2 - Managing Performance and Coaching for Results L3 - Leading Change L4 - Thinking Strategically and Creativity L5 - Creating and Nurturing a High-Performing Organization Technical Competencies (Superior) T2 - Budget Administration and Control T3 - Building and Facilities Maintenance T10 - Financial Management T11 - General Administration and Support Services Management T14 - Human Resource Management and Development T17 - Internal Audit Management T21 - Policy Management T26 - Risk Management Brief Description of the General Function of the Position: Assists the Chairperson and Executive Director in supervising the administrative functions of the Commission, ensuring compliance with established policies and regulations which includes the management, direction, and oversight of the Finance and Administrative Division; Reviews administrative contracts and legal documents; Coordinates, monitors and implements government policies related to administrative and financial matters affecting the Commission; and undertakes various assigned functions as needed, preferably with considerable experience or knowledge in the field of history and cultural heritage.	Office of the Executive Director


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 **April 10, 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. Authenticated Copy of Certificate of Civil Service Eligibility / Board Rating and Certificate or License;
- 3. Authenticated Copy of Diploma and Official Transcript of Record;

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- 4. Individual Performance Commitment and Review (IPCR) for the last two (2) rating period (if applicable);
- 5. Certificate of Employment with Actual Duties and Responsibilities (if any); and
- 6. Certificate of Trainings (if any).

QUALIFIED APPLICANTS are advised to email their application to:



ROSALIE S. TABLADA

Administrative Officer V (HRMO III)

National Historical Commission of the Philippines, NHCP Bldg., T.M. Kalaw St., Ermita, Manila

hrms@nhcp.gov.ph

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.

Only applications with COMPLETE requirements will be processed.

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."

