

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

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To: CIVIL SERVICE COMMISSION (CSC)

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

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

Date: 4 August 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 / Area of Specialization/ Residency Requirement (if applicable)	
1	History Researcher I	NHI-NCCAC- HTRYR1-23- 2007	10	25586	Bachelor's Degree	None required	None required	Career Service Professional/Sec ond 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) T13 - Historical Research T25 - Research/Book Publication Brief Description of the General Function of the Position: Conducts researches and writes histories of provinces, cities and towns, and biographical sketches of eminent Filipinos; gathers information and materials from libraries, private collections and recognized authorities of Philippine history and culture; and, assists the Publication Officer in preparing materials for publication.	Research, Publications and Heraldry Division

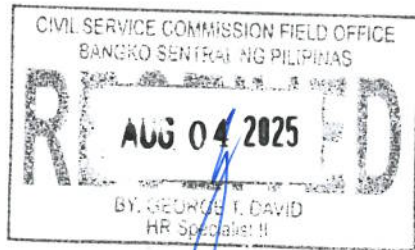
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2	Shrine Curator II	NHI-NCCAC-SC2-27-2007	14	37024	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Shrine Curator (MC 10, s. 2013 Category II)	Core and Organizational Competencies (Intermediate) 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 T13 - Historical Research T28 - Visitor Operations Administration 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.	Historic Sites and Education Division



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3	Senior Shrine Curator	NHI-NCCAC-SRSC-49-2016	18	51304	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Shrine Curator (MC 10, s. 2013 Category II)	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) T9 - Exhibition Production T23 - Project Program and Event Management T27 - Security Management T28 - Visitor Operations Administration 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 and 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.	Historic Sites and Education Division



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4	Architect II	NHI-NCCA- ARC2-15-2016	16	43560	Bachelor's Degree in Architecture	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Architect)	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) T4 - Built Heritage Conservation Management T13 - Historical Research T20 - Planning Skills Brief Description of the General Function of the Position: Studies and prepares plans of historic sites and structures including furnishing; Inspects sites and prepares and accomplishes field surveys, and prepares development plans for the sites and structures based on their physical conditions; Prepared colored perspective drawings and complete working drawings of various types of buildings, including architectural details and interior designs; Studies mechanical, electrical and other related sites and structural layouts with respect to the preservation of the architectural integrity of the historic sites and structures; Conducts research and consultation with the proper authorities pertaining to the structures and sites development; and Does other related works.	Historic Preservation Division



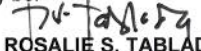
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5	Science Research Technician II (Anticipated vacancy)	NHI-NCCAC-SRT2-19-2016	11	30024	Completion of two (2) years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Subprofessional/ First Level 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) T5A - Collections Management T5B - Materials Conservation T18 - Laboratory/Equipment Management Brief Description of the General Function of the Position: Assist in the material investigation, condition assessment and collection of sample specimen for laboratory testing; Assist in the conduct of analyses of organic and inorganic compound of materials by physico-chemical, optica, gravimetric and instrumentation using qualitative and quantitative methods; Assist in the production of technical studies and reports on innovative conservation analytical techniques to be available to the scientific community; Undertakes and follows the implementation of international standards of conservation research practice through strict methodical diagnostic examination, documentation and treatment with the use of sensitive, state-of-the art instrumentation; Performs, processes, organizes and summarize data from equipment, reporting results using a variety of scientific, word processing, spreadsheet or statistical software applications or program platforms; Performs maintenance of highly specialized equipment and initial software troubleshooting; Assist in providing technical consultative assistance to other national and local government agencies through lecture-workshop and hands on demonstration in the implementation of conservation and restoration works; and Performs other related functions as assigned by the Senior Science Research Specialist.	Materials Research Conservation Division

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **August 15, 2025**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be:


ROSALIE S. TABLADA
 Administrative Officer V (HRMO III)
 National Historical Commission of the
 Philippines, NHCP Bldg., T.M. Kalaw St.,
 Ermita, Manila
 (02) 5335-1206/5335-1200 local 131/recruitment@nhcp.gov.ph



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.