MEMORANDUM

TO: All Interested Applicants  
FROM: The Personnel Selection Board  
SUBJECT: CALL FOR APPLICATIONS FOR EIGHT (8) VACANT POSITIONS  
DATE: 17 June 2020

1. The call for application for the following positions is hereby published (see attached CSC Publication):

<table>
<thead>
<tr>
<th>Position</th>
<th>Unit Allocation</th>
<th>SG</th>
<th>Duties and Responsibilities</th>
<th>Qualification Standards</th>
</tr>
</thead>
</table>
| 1. National Security Specialist III | CMS             | 19 | • Prepares documentation requirements for inter-agency meetings and high-level meetings, to include (a) Indicative Agenda (Agenda Setting), (b) Major Decisions Summary (MDS)/Highlights of the Meeting, (c) Memorandum for the President, and (d) Accomplishment Reports/Term-End/Transition Report;  
  • Monitors actions and follows-up on recommendations/decisions reached during meetings;  
  • Maintains data needed for monitoring actions taken on decisions/agreements needed during meetings;  
  • Supervises the maintenance and transmittal of communication requirements (notices, letters, reports to the President, action memoranda, and other requirements) of meetings;  
  • Ensures the preparation, reproduction, collation and maintenance of agenda/folders/reference documents of NTF-WPS meetings; and  
  • Performs other related functions. | Education: Bachelor's degree relevant to the job  
  Experience: 2 years of relevant work experience in current position  
  Training: 8 hours of relevant training  
  Eligibility: CS Professional/Second Level Eligibility |
| 2. National Security Specialist II  | CMS             | 16 | • Coordinates the technical/physical arrangements for meetings of Council Proper/EC-NSC, SJPC, NTF-WPS, NIB, and SJPC Sub-Cluster/Working Groups, to include: a) confirmation of guests, b) ushering, c) coordination of request for administrative/technical support from concerned offices/units, c) Protocol/preparation of seat plan, e) reservations for conference venues, catering services, and f) physical setting materials like chairs/tables, audio-visual requirements).  
  • Coordinates the presentations for meetings of the Council Proper/EC-NSC, SJPC, NTF-WPS, NIB, and Sub-Cluster/Working Groups.  
  • Prepares the notice of meeting/invitation letters for meetings of Council Proper/EC-NSC, SJPC, NTF-WPS, NIB, and Sub-Cluster/Working Groups and other official meetings  
  • Prepares and maintains the database of Directory of government officials, designated representatives and contact persons of concerned departments/agencies; and  
  • Performs other related functions. | Education: Bachelor's degree relevant to the job  
  Experience: 1 year of relevant work experience in current position  
  Training: 4 hours of relevant training  
  Eligibility: CS Professional/Second Level Eligibility |
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| 3. National Security Specialist II | IMO             | 16 | - Studies, evaluates and monitors less complicated policies, programs and projects on matters of common interests to the various departments and agencies of the government as well as the private sector concerned with national security;  
- Gathers, receives and evaluates data on the ongoing activities of the office for the information and guidance of management relative to NSC policies on national security;  
- Assists and participates in group studies and analysis of problems/policies adopted by NSC on national security;  
- Provides assistance in research work, planning support and other coordinative and monitoring activities;  
- Encodes research materials and data gathered for the unit;  
- Assists in gathering data/information and related research materials needed as inputs to the unit’s research work; and  
- Performs other related functions.                                                                                                                                   | Education: Bachelor’s degree relevant to the job  
Experience: 1 year of relevant work experience in current position  
Training: 4 hours of relevant training  
Eligibility: CS Professional/Second Level Eligibility                                                                                                                     |
| 4. National Security Specialist II | GASO            | 16 | - Prepares communications for the unit (e.g., memoranda, letters, etc.)  
- Provides assistance in research work, planning support and other coordinative and monitoring activities;  
- Provides technical and administrative assistance for meetings and official engagements and prepares required documents  
- Reviews, evaluates, and provides necessary recommendations for documents of the unit;  
- Provides, processes, and coordinates Health and Wellness programs and activities for the personnel;  
- Handles cash advances for the meetings and conferences’ requirements;  
- Monitors unit’s documents and directives that need immediate action; and  
- Performs other related functions.                                                                                                                                      | Education: Bachelor’s degree relevant to the job  
Experience: 1 year of relevant work experience in current position  
Training: 4 hours of relevant training  
Eligibility: CS Professional/Second Level Eligibility                                                                                                                     |
| 5. Planning Assistant          | IMO             | 08 | - As directed by the immediate supervisor, coordinates with other offices for activities/materials regarding researches/projects being undertaken  
- Gathers and maintains materials and records needed in connection with studies/projects being undertaken;  
- Assists in preparation of technical papers and reports;  
- Key-in data and information relating to research for storage, maintenance and retrieval to be used during official meetings;  
- Performs preliminary data gathering/researches as directed by the immediate supervisor;  
- Prepares routine correspondence, endorsements, reports, and encodes all communication requirements of the unit;  
- Acts as Secretariat during staff meetings of the unit, prepares agenda and minutes of said meetings;  
- Receives, routes, and transmits correspondences, reports and documents; and  
- Performs other related functions.                                                                                                                                      | Education: Completion of two years studies in college  
Experience: 1 year of relevant experience in current position  
Training: 4 hours of relevant training  
Eligibility: CS Subprofessional/First Level Eligibility                                                                                                                  |
| 6. Planning Assistant          | PSSO            | 08 |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                       |
| 7. Planning Assistant          | SCO             | 08 |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                       |
| 8. Planning Assistant          | SCO             | 08 |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                       |
2. In line with the above, the PSB invites all interested applicants to submit, through the Human Resource Development Services (HRDS), the following documents not later than the close of office hours on 10 July 2020 (Friday):

1.1 Application letter;
1.2 Updated Personal Data Sheet (PDS);
1.3 Work Experience Sheet;
1.4 Certificates of training attended;
1.5 Individual Performance Commitment and Review Form (IPCRF) for the last two (2) rating periods or equivalent Performance Evaluation; and
1.6 CS eligibility certificate/PRC Certification for passing Licensure Examination (for external applicants only).

Additional requirements for internal applicants

1.7 Actual duties and responsibilities certified by the Unit Head; and,
1.8 Summary and description of best outputs/major accomplishments in NSC in the past two years.

Considering that the above requirements are critical to the initial screening process as required by the NSC Merit Promotion and Selection Plan (MPSP) as well as CSC rules and regulations, incomplete applications shall not be processed.

3. Should you have questions/concerns, you may contact NSS IV Agnes B. Ermitaño or NSS II Joyce Anne M. Pradez of the HRDS at telephone no. 9274245 (loc. 1502) or 9282771.

For information/guidance.

\[signature\]
RUFINO S. LOPEZ, JR.
The Deputy Director General and Chief-of-Staff
Republic of the Philippines  
National Security Council  
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 Security Council in the CSC website:

![Signature]
FILONILA D. BALITAAN  
Assistant Director General for General Administration and Support Office

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job/Pay Grade</th>
<th>Monthly Salary</th>
<th>Qualification Standards</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
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<tbody>
<tr>
<td>1</td>
<td>National Security Specialist III</td>
<td>NSCB-NSS3-4-1998</td>
<td>19</td>
<td>46,791.00</td>
<td>Bachelor's degree relevant to the job</td>
<td>Career Service (Professional) Second Level Eligibility</td>
<td>NCR</td>
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<td></td>
<td>8 hours of relevant training</td>
<td>Analytical Skills</td>
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<td>2 years of relevant experience in current position</td>
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<td></td>
<td>Career Service (Professional) Second Level Eligibility</td>
<td>Proactive/Responsive</td>
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<tr>
<td>2</td>
<td>National Security Specialist II</td>
<td>NSCB-NSS2-2-1998</td>
<td>16</td>
<td>35,106.00</td>
<td>Bachelor's degree relevant to the job</td>
<td>Career Service (Professional) Second Level Eligibility</td>
<td>NCR</td>
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<td></td>
<td>4 hours of relevant training</td>
<td>Analytical Skills</td>
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<td>1 year of relevant experience in current position</td>
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<td></td>
<td>Career Service (Professional) Second Level Eligibility</td>
<td>Proactive/Responsive</td>
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<td>Analytical Skills</td>
<td>Technical Competence</td>
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<td>Good Communication Skills (verbal and written)</td>
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<td>Resource Management Skills</td>
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<td></td>
<td>Job Title</td>
<td>Code</td>
<td>Level</td>
<td>Salary</td>
<td>Education</td>
<td>Experience</td>
<td>Certification</td>
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<tr>
<td>3</td>
<td>National Security Specialist II</td>
<td>NSCB-NSS2-5-1998</td>
<td>16</td>
<td>35,106.00</td>
<td>Bachelor's degree relevant to the job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience in current position</td>
</tr>
<tr>
<td>4</td>
<td>National Security Specialist II</td>
<td>NSCB-NSS2-6-1998</td>
<td>16</td>
<td>35,106.00</td>
<td>Bachelor's degree relevant to the job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience in current position</td>
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<tr>
<td>5</td>
<td>Planning Assistant</td>
<td>NSCB-PLA-4-1998</td>
<td>08</td>
<td>17,505.00</td>
<td>Completion of two years studies in college</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience in current position</td>
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<tr>
<td>6</td>
<td>Planning Assistant</td>
<td>NSCB-PLA-5-1998</td>
<td>08</td>
<td>17,505.00</td>
<td>Completion of two years studies in college</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience in current position</td>
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<tr>
<td>7</td>
<td>Planning Assistant</td>
<td>NSCB-PLA-6-1998</td>
<td>08</td>
<td>17,505.00</td>
<td>Completion of two years studies in college</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience in current position</td>
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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 ________________.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

FILONILA D. BALITAAN
Assistant Director General
No. 5 V. Luna corner East Avenue Quezon City
personnel@nsc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.