

Republic of the Philippines  
**NATIONAL ARCHIVES OF THE PHILIPPINES**  
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

*[Signature]*  
JOCELYN B. REYES  
HRMO

Date: \_\_\_\_\_

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 (if applicable)	
1	TRAINING SPECIALIST V	RMAO-NCCAC-TRNSP5-1-1998	24	83,406.00	Master's Degree or Certificate in Leadership and Management from CSC	forty (40) hours of training in supervisory/management learning and development intervention undertaken within the last five (5) years by the CSC-Accredited Training Institutions	four (4) years of supervisory management experience	Career Service Professional (Second Level Eligibility)	N/A	TID-Manila
2	CHIEF RECORDS MANAGEMENT ANALYST	RMAO-NCCAC-CRMA-1-1998	24	83,406.00	Master's Degree or Certificate in Leadership and Management from CSC	forty (40) hours of training in supervisory/management learning and development intervention undertaken within the last five (5) years by the CSC-Accredited Training Institutions	four (4) years of supervisory management experience	Career Service Professional (Second Level Eligibility)	N/A	RMSD-Manila
3	CHIEF ARCHIVIST	RMAO-NCCAC-CART-1-1998	24	83,406.00	Master's Degree or Certificate in Leadership and Management from CSC	forty (40) hours of training in supervisory/management learning and development intervention undertaken within the last five (5) years by the CSC-Accredited Training Institutions	four (4) years of supervisory management experience	Career Service Professional (Second Level Eligibility)	N/A	ACAD-Manila
4	CHIEF ARCHIVIST	RMAO-NCCAC-CART-8-2007	24	83,406.00	Master's Degree or Certificate in Leadership and Management from CSC	forty (40) hours of training in supervisory/management learning and development intervention undertaken within the last five (5) years by the CSC-Accredited Training Institutions	four (4) years of supervisory management experience	Career Service Professional (Second Level Eligibility)	N/A	APD-Manila
5	SUPERVISING RECORDS MANAGEMENT ANALYST	RMAO-NCCAC-SVRMA-2-1998	22	65,319.00	Bachelor's Degree relevant to the job	sixteen (16) hours of relevant training	three (3) years relevant experience	Career Service Professional (Second Level Eligibility)	N/A	RCD-Manila
6	ADMINISTRATIVE ASSISTANT 1	RMAO-NCCAC-ADAS1-11-2004	7	15,738.00	Completion of Two (2) years in college	Four (4) hours relevant training	one (1) year relevant experience	Career Service Sub-Professional (Appropriate eligibility for Second Level Position)	N/A	RCD-Manila

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 October 7, 2019.

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](http://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:

*[Signature]*  
MARIETTA R. CHOU  
HRMPSB Chairperson  
6th floor, PPL Building, UN Avenue cor San Marcelino Street, Paco, Manila  
nap\_hrm@nationalarchives.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.