


Republic of the Philippines
NATIONAL ARCHIVES 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 ARCHIVES OF THE PHILIPPINES in the CSC website:


ROWENA G. LANDINGIN
OIC-HRMO

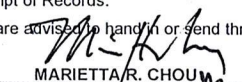
Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	CHIEF ARCHIVIST	RMAO-NCCAC-CART-8-2007	24	85,074.00	Master's Degree or Certificate in Leadership and Management from CSC	forty (40) hours of training in supervisory/management learning and development intervention	four (4) years of supervisory management experience	Career Service Professional (Second Level Eligibility)	APD-Manila
2	SUPERVISING RECORDS MANAGEMENT ANALYST	RMAO-NCCAC-SVRMA-2-1998	22	66,867.00	Bachelor's Degree relevant to the job	sixteen (16) hours of relevant training	three (3) years relevant experience	Career Service Professional (Second Level Eligibility)	RCD-Manila
3	TRAINING SPECIALIST II	RMAO-NCCAC-TRNSP2-7-2007	15	32,053.00	Bachelor's Degree relevant to the job	four (4) hours of relevant training	one (1) year relevant experience	Career Service Professional (Appropriate eligibility for Second Level Position)	TID-Manila
4	RECORDS MANAGEMENT ANALYST II	RMAO-NCCAC-RMA2-9-2007	14	29,277.00	Bachelor's Degree relevant to the job	four (4) hours of relevant training	one (1) year relevant experience	Career Service Professional (Appropriate eligibility for Second Level Position)	RMSD-Manila
5	RECORDS MANAGEMENT ANALYST II	RMAO-NCCAC-RMA2-10-1998	14	29,277.00	Bachelor's Degree relevant to the job	four (4) hours of relevant training	one (1) year relevant experience	Career Service Professional (Appropriate eligibility for Second Level Position)	RMSD-Manila
6	RECORDS MANAGEMENT ANALYST II	RMAO-NCCAC-RMA2-13-1998	14	29,277.00	Bachelor's Degree relevant to the job	four (4) hours of relevant training	one (1) year relevant experience	Career Service Professional (Appropriate eligibility for Second Level Position)	RMSD-Manila
7	RECORDS MANAGEMENT ANALYST II	RMAO-NCCAC-RMA2-2-1998	14	29,277.00	Bachelor's Degree relevant to the job	four (4) hours of relevant training	one (1) year relevant experience	Career Service Professional (Appropriate eligibility for Second Level Position)	RCD-Manila
8	RECORDS MANAGEMENT ANALYST II	RMAO-NCCAC-RMA2-4-1998	14	29,277.00	Bachelor's Degree relevant to the job	four (4) hours of relevant training	one (1) year relevant experience	Career Service Professional (Appropriate eligibility for Second Level Position)	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 **17 JUL 2020**

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:


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.

APPROVED FOR POSTING


JOCELYN C. REYTS
Chief Administrative Officer

