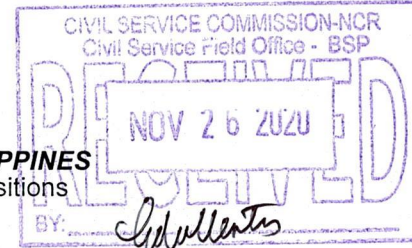


CS Form No. 9

Revised 2018



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

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*  
**ROWENA G. LANDINGIN**  
OIC-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	SENIOR ARCHIVIST	RMAO-NCCAC-SRARCH-2-1998	18	42,159.00	Bachelor's Degree relevant to the job	eight(8) hours of relevant training	two (2) years relevant experience	Career Service Professional (Appropriate eligibility for Second Level Position)		ACAD-Manila
2	RECORDS MANAGEMENT ANALYST II	RMAO-NCCAC-RMA2-8-1998	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
3	ARCHIVIST I	RMAO-NCCAC-ARV1-15-1998	10	20,219.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)		ACAD-Manila
4	ARCHIVIST I	RMAO-NCCAC-ARV1-1-1998	10	20,219.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)		ACAD-Manila
5	ADMINISTRATIVE ASSISTANT I	RMAO-NCCAC-ADAS1-11-2004	7	16,458.00	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)		APD-Manila

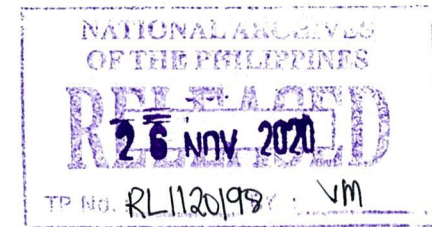
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later

**07 DEC 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](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:

*Marietta R. Chou*  
**MARIETTA R. CHOU**  
HRMPSB Chairperson  
6th floor, PPL Building, UN Avenue cor San Marcelino Street, Paco, Manila  
[nap\\_hrm@nationalarchives.gov.ph](mailto:nap_hrm@nationalarchives.gov.ph)



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.