

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
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	ACCOUNTANT III	RMAO-NCCAC-A3-1-1998	19	48,313.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	eight (8) hours of relevant training	two (2) years relevant experience	RA 1080		FAD
2	ARCHIVIST II	RMAO-NCCAC-ARV2-2-1998	14	30,799.00	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)		ACAD
3	ARCHIVIST I	RMAO-NCCAC-ARV1-6-1998	10	21,205.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)		ACAD

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 **April 9, 2021**.

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.