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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:

[Signature]
ROWENA G. LANDINGIN
OIC-HRMO

Date:

4 JAN 2022

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	
1	ADMINISTRATIVE OFFICER V-Supply	RMAO-NCCAC-ADOF5-6-2004	18	43,681.00	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)	FAD-Manila
2	SENIOR ARCHIVIST	RMAO-NCCAC-SRARCH-8-1998	18	43,681.00	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)	APD-Manila
3	SENIOR RECORDS MANAGEMENT ANALYST	RMAO-NCCAC-SRRMA-8-2007	18	43,681.00	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)	RCD-Manila
4	SENIOR RECORDS MANAGEMENT ANALYST	RMAO-NCCAC-SRRMA-2-1998	18	43,681.00	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)	RMSD-Manila
5	RECORDS MANAGEMENT ANALYST II	RMAO-NCCAC-RMA2-14-1998	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)	RCD-Manila
6	TRAINING SPECIALIST I	RMAO-NCCAC-TRNSP1-1-1998	11	23,877.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)	TID-Manila
7	ARCHIVIST I	RMAO-NCCAC-ARV1-37-1998	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-Manila
8	ARCHIVIST I	RMAO-NCCAC-ARV1-1-2007	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-Manila
9	ADMINISTRATIVE OFFICER I	RMAO-NCCAC-ADOF1-8-2004	10	21,205.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)	FAD-Manila
10	RECORDS MANAGEMENT ANALYST I	RMAO-NCCAC-RMA1-10-1998	10	21,205.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)	RAN-Cebu
11	ARCHIVIST I	RMAO-NCCAC-ARV1-2-2007	10	21,205.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)	RCD-Manila
12	RECORDS MANAGEMENT ANALYST I	RMAO-NCCAC-RMA1-4-1998	10	21,205.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)	RMSD-Manila
13	RECORDS MANAGEMENT ANALYST I	RMAO-NCCAC-RMA1-14-1998	10	21,205.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)	RMSD-Manila
14	RECORDS MANAGEMENT ANALYST I	RMAO-NCCAC-RMA1-16-1998	10	21,205.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)	RMSD-Manila
15	RECORDS MANAGEMENT ANALYST I	RMAO-NCCAC-RMA1-18-1998	10	21,205.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)	RMSD-Manila
16	ADMINISTRATIVE ASSISTANT III	RMAO-NCCAC-ADAS3-9-2004	9	19,552.00	Completion of Two (2) years studies in College	four (4) hours of relevant training	one (1) year relevant experience	Career Service Subprofessional (Appropriate eligibility for First Level Position)	FAD-Manila
17	ASSISTANT STATISTICIAN	RMAO-NCCAC-ASTAT-1-1998	9	19,552.00	Completion of Two (2) years studies in College	four (4) hours of relevant training	one (1) year relevant experience	Career Service Subprofessional (Appropriate eligibility for First Level Position)	RMSD-Manila
18	ADMINISTRATIVE AIDE V	RMAO-NCCAC-ADA5-2-2007	5	15,275.00	Completion of Two (2) years studies in College	none required	none required	Career Service Subprofessional (Appropriate eligibility for First Level Position)	ACAD-Manila
19	ADMINISTRATIVE AIDE IV (Driver II)	RMAO-NCCAC-ADA4-17-2004	4	14,400.00	Elementary School Graduate	none required	one (1) year experience in driving	Professional Driver's License	FAD-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

JAN 14 2022

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 & Diploma.

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

[Signature]
MARIETTA R. CHOU
HRMPSB Chairperson
1765 Paz M. Guazon Street, Paco, Manila
nap_hrm@nationalarchives.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

