

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:

[Signature]
ROWENA G. LANDINGIN
 HRMO

Date: 5 MAY 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	SUPERVISING RECORDS MANAGEMENT ANALYST	RMAO-NCCAC-SVRMA-3-1998	22	69,963.00	Bachelor's Degree relevant to the job	sixteen (16) hours of relevant training	three (3) years relevant experience	Career Service Professional (Appropriate eligibility for Second Level Position)		RAN-CEBU
2	SUPERVISING RECORDS MANAGEMENT ANALYST	RMAO-NCCAC-SVRMA-4-1998	22	69,963.00	Bachelor's Degree relevant to the job	sixteen (16) hours of relevant training	three (3) years relevant experience	Career Service Professional (Appropriate eligibility for Second Level Position)		RAN-DAVAO
3	RECORDS MANAGEMENT ANALYST II	RMAO-NCCAC-RMA2-11-1998	14	32,321.00	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
4	ARCHIVIST I	RMAO-NCCAC-ARV1-25-1998	10	22,190.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)		RCD-Manila
5	ARCHIVIST I	RMAO-NCCAC-ARV1-6-1998	10	22,190.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)		ACAD-Manila
6	ARCHIVIST I	RMAO-NCCAC-ARV1-3-1998	10	22,190.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional (Appropriate eligibility for Second Level Position)		ACAD-Manila
7	ASSISTANT STATISTICIAN	RMAO-NCCAC-ASTAT-1-1998	9	20,402.00	Completion of Two (2)- year studies in College or High School Graduate with relevant vocational/trade course	four (4) hours of relevant training	one (1) year relevant experience	Career Service Subprofessional (Appropriate eligibility for First Level Position)		RMSD-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

MAY 15 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 send 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.

NATIONAL ARCHIVES OF THE PHILIPPINES
RELEASED
 MAY 05 2022
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 TR NO. _____ BY _____