



Republic of the Philippines
Office of the President
National Security Council

04 August 2022

UNDERSECRETARY ERNESTO G. CAROLINA

Administrator
Philippine Veterans Affairs Office (PVAO)
Camp General Emilio Aguinaldo, Quezon City

Attention : **MS. MARICIEL E. ESTACIO, MNSA**
Chief Administrative Officer
Human Resource Development Division

Dear **Undersecretary Carolina**,

Greetings from the National Security Council!

In adherence to the merit, fitness, and equal employment opportunity principle (EEOP) of the Civil Service Commission (CSC), the National Security Council (NSC) is certain that hiring the right people for the right job at the right time is integral in improving the delivery of security policy and services to its stakeholders.

The NSC through its General Administration and Support Office-Human Resource Development Services (GASO-HRDS) is currently exploring on sourcing competent, qualified, and interested applicants with a wide caliber of government services throughout the different National Government Agencies (NGAs) for the vacant positions of the NSC.

In this connection, we are seeking your approval and consideration for our vacancies to be posted on your Agency Website and Bulletin Boards. **Should you consider our request, we have readily attached the Notice of Vacancies incorporating the needed information for the posting and publication.**

We are hopeful to hear from your Department/Office regarding our request as we continue to fill-up hard to fill positions.

Your utmost support in our endeavors is very much appreciated and valued.

We look forward to your most favorable response.

For other information and clarifications, you may contact the GASO-HRDS through email at recruitment@nsc.gov.ph or telephone number 8927-4245 local 1502. Thank you.

Very truly yours,


FILONILA D. BALITAAN
Assistant Director General
General Administration and Support Office

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MEMORANDUM

TO : All Interested Applicants
FROM : The Human Resource Merit Promotion and Selection Board
SUBJECT : **CALL FOR APPLICATIONS FOR TWO (2) DIRECTOR III VACANT POSITIONS**
DATE : 16 August 2022

1. We wish to inform you that the National Security Council (NSC) has two (2) vacant Director III positions with details as follows:

Position	Place of Assignment	SG	Duties and Responsibilities	Qualification Standards
1. Director III	Conference Management Staff	27	<ul style="list-style-type: none"> Conceptualizes, plans, organizes, implements, and evaluates meetings, briefings, projects and other activities. Supervises the preparation of periodic and special reports on meetings, briefings and other activities. Oversees the organization, documentation of meetings/conferences, namely the National Security Council (Council Proper)/Executive Committee-NSC (EC-NSC), Security, Justice and Peace Cabinet Cluster SJPCC), National Task Force for the West Philippine Sea (NTF-WPS), National Task Force on Ending Local Communist Armed Conflict (NTF-ELCAC), National Intelligence Board (NIB), SJPCC Sub-Cluster/Working Groups, National Security Policy (NSP)/National Security Strategy (NSS)-related activities, and Interagency bodies (Roundtable Discussions (RTD)/Focused Group Discussions (FGD)/Technical Working Groups (TWG)), Visits/Courtesy Calls, NSC special events) Oversees the monitoring and implementation of decisions/agreements reached at meetings/conferences. Supervises, coordinates, monitors, and rates the work of CMS staff. Evaluates CMS applicants and provides appropriate recommendations. Designated as the official spokesperson and assists the National Security Adviser in his public information requirements. Performs other related functions as may be assigned from time to time. 	<p>Education: Bachelor's Degree</p> <p>Experience: Three (3) years of supervisory experience</p> <p>Training: None required</p> <p>Eligibility: Career Executive Service Eligible/Officer (CESE/CESO) Career Service Executive Eligible (CSEE)</p>
2. Director III	Policy Research Office	27	<ul style="list-style-type: none"> Leads the national security policy management, research and sector-wide monitoring and evaluation. Facilitates building of evidence for policy and program development through strengthening research management systems Supervises evidence-based decision making by providing accurate, relevant and timely data requirements Analyzes research findings to come up with relevant, appropriate, and timely policy recommendations Provides general guidelines on research and policy development, including undertaking and overseeing current research Formulates the policies and guidelines that support the NSC Research Agenda for the growth and Improvement. Establishes and maintains links with local and international research institutions for collaborative researches and sharing of information 	<p>Education: Bachelor's Degree</p> <p>Experience: Three (3) years of supervisory experience</p> <p>Training: None required</p> <p>Eligibility: Career Executive Service Eligible/Officer (CESE/CESO) Career Service</p>

Position	Place of Assignment	SG	Duties and Responsibilities	Qualification Standards
			<ul style="list-style-type: none"> • Ensure to continuously improve research agenda and standards • Gather research findings and establish platforms for discussion with and utilization of NSC and its stakeholders • Performs other related functions as may be assigned from time to time. 	Executive Eligible (CSEE)

2. In line with the above, the HRMPSB invites all interested applicants to submit, through the Human Resource Development Services (HRDS), the following documents **on or before 30 August 2022:**

- 2.1. Application letter – including the position and unit being applied for;
- 2.2. Updated Personal Data Sheet (PDS);
- 2.3. Work Experience Sheet;
- 2.4. List of major accomplishments or outputs;
- 2.5. Annual performance rating being administered by the CSC/CESB or the Individual Performance and Commitment Review (IPCR) for the past two (2) rating periods (if applicable); and
- 2.6. Proof of CES and other eligibilities (if applicable)

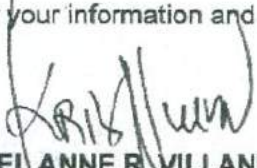
Additional requirements for internal applicants

- 2.7. Actual duties and responsibilities certified by the Unit Head; and
- 2.8. Summary and description of best outputs/major accomplishments in NSC in the past two years.

Considering that the above requirements are critical to the initial screening process as required by CSC rules and regulations, **incomplete applications shall not be processed.**

3. Should you have questions/concerns, you may contact AO IV Mr. Charles Wong or ADAS V Ms. Chelsie Geronimo of the HRDS at telephone no. 89274245 (loc. 1502) or 89282771.

For your information and guidance.


KRISTEL ANNE R. VILLANUEVA-LIBUNAO
 Deputy Director General and Chief of Staff
 Chairman
 Human Resource Merit Promotion and Selection Board
 National Security Council

The National Security Council adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

**Extension of deadline
 for submission:
 Friday, 02 September
 2022**