



Republic of the Philippines  
Office of the President  
National Security Council

**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"><li>Conceptualizes, plans, organizes, implements, and evaluates meetings, briefings, projects and other activities.</li><li>Supervises the preparation of periodic and special reports on meetings, briefings and other activities.</li><li>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)</li><li>Oversees the monitoring and implementation of decisions/agreements reached at meetings/conferences.</li><li>Supervises, coordinates, monitors, and rates the work of CMS staff.</li><li>Evaluates CMS applicants and provides appropriate recommendations.</li><li>Designated as the official spokesperson and assists the National Security Adviser in his public information requirements.</li><li>Performs other related functions as may be assigned from time to time.</li></ul>	<p><b>Education:</b> Bachelor's Degree</p> <p><b>Experience:</b> Three (3) years of supervisory experience</p> <p><b>Training:</b> None required</p> <p><b>Eligibility:</b> 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"><li>Leads the national security policy management, research and sector-wide monitoring and evaluation.</li><li>Facilitates building of evidence for policy and program development through strengthening research management systems</li><li>Supervises evidence-based decision making by providing accurate, relevant and timely data requirements</li><li>Analyzes research findings to come up with relevant, appropriate, and timely policy recommendations</li><li>Provides general guidelines on research and policy development, including undertaking and overseeing current research</li><li>Formulates the policies and guidelines that support the NSC Research Agenda for the growth and improvement.</li><li>Establishes and maintains links with local and international research institutions for collaborative researches and sharing of information</li></ul>	<p><b>Education:</b> Bachelor's Degree</p> <p><b>Experience:</b> Three (3) years of supervisory experience</p> <p><b>Training:</b> None required</p> <p><b>Eligibility:</b> 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"> <li>Ensure to continuously improve research agenda and standards</li> <li>Gather research findings and establish platforms for discussion with and utilization of NSC and its stakeholders</li> <li>Performs other related functions as may be assigned from time to time.</li> </ul>	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)

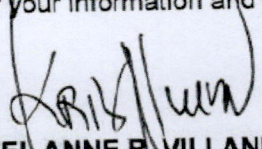
**Additional requirements for internal applicants**

- 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

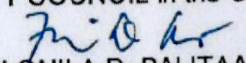
**The National Security Council adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.**



Republic of the Philippines  
**NATIONAL SECURITY COUNCIL**  
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 SECURITY COUNCIL in the CSC website:

  
FILONILA D. BALITAAN

Assistant Director General for General Administration and Support Office

Date: AUG 17 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	Competency (if applicable)	
1	Director III	NSCB-DIR3- 1-1998	27	P128,696.00	Bachelor's Degree	None required	Three (3) years of supervisory experience	Career Executive Service Eligible/Officer (CESE/CESO) Career Service		Conference Management Staff



2	Director III	NSCB-DIR3-5-1998	27	P128,696.00	Bachelor's Degree	None required	Three (3) years of supervisory experience	Career Executive Service Eligible/Officer (CESE/CESO) Career Service		Strategic Studies Branch
3	xx Nothing follows xx									

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 AUG 30 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](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:

**FILONILA D. BALITAAN**

Assistant Director General

No. 5 V. Luna corner East Avenue Quezon City

[recruitment@nsc.gov.ph](mailto:recruitment@nsc.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**