

Republic of the Philippines
NATIONAL DEFENSE COLLEGE 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 DEFENSE COLLEGE OF THE PHILIPPINES in the CSC website:

0

ARNEL B DIAZ
Head, Human Resource Manement Section
Date: 17-Jun-22

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	Chief Defense Research Officer	NDCPB-CDRO-3-2000	24	86,742.00	Master's Degree or Certificate of Leadership and Management from CSC	40 Hours of supervisory/ management learning and development intervention.	4 Years of supervisory/management experience	Career Service (Prof) Second Level Eligibility		Research and Special Studies Division
2	Chief Administrative Officer	NDCPB-CADOF-6-2005	24	86,742.00	Master's Degree or Certificate of Leadership and Management from CSC	40 Hours of supervisory/ management learning and development intervention.	4 Years of supervisory/management experience	Career Service (Prof) Second Level Eligibility		Administrative Division
3	Information Systems Analyst II	NDCPB-INFOSA2-5-2000	16	36,628.00	Bachelor's Degree Relevant to the Job	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service (Prof) Second Level Eligibility		Information, Communication and Technology Office - Research and Special Studies Division (RSSD)
4	Administrative Aide IV	NDCPB-ADA4-7-2005	4	14,993.00	Completion of Two (2) Years Studies in College	None Required	Non Required	Career Service (Sub-Prof) - First Level Eligibility		Administrative Division
5	Defense Research Officer I	Casual	11	25,439.00	Bachelor's Degree Relevant to the Job (Pol Sci, IS, Gender/Women studies)	Four (4) Hours of relevant training	0- One (1) year of relevant experience in related field. Knowledge on security sector	Preferably Career Service (Prof) Second Level Eligibility		Research and Special Studies Division
6	Project Development Officer I	Contract of Service	11	23,877.00	Bachelor's Degree Relevant to the Job (Pol Sci, IS, Public Administration, Management, Communication or any related field)	Four (4) Hours of relevant training	0- One (1) year of relevant experience at the national and Intl level in working on collaborative projects. Knowledge on security sector	Preferably Career Service (Prof) Second Level Eligibility		Philippine Center of Excellence in Defense, Development and Security (PCEDS, NDCP)

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 June 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;
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:

HUMAN RESOURCE MANAGEMENT SECTION
National Defense College of the Philippines
Camp General Emilio Aguinaldo, Quezon City
hr.ndcp17@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

