

Republic of the Philippines
NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES
Request for Publication of Vacant Positions

DND SEP- 7-2023 2:37PM

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:

ARNEL B DIAZ
Head, Human Resource Manement Section
Date: 7-Sep-23

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	90,078.00	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	Information Systems Analyst II	NDCPB-INFOA2-5-2000	16	39,672.00	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)
3	Administrative Aide VI (Draftsman I)	NDCPB-ADA6-4-2005	6	17,553.00	Completion of 2 years studies in college or High School Graduate with relevant vocation/trade course	None Required	Non Required	Draftsman (MC 11, s. 1996 - CAT II, as amended)		Academic Affairs Division
4	Administrative Aide VI	NDCPB-ADA6-6-2005	6	17,553.00	Completion of two (2) years in College	Four (4) Hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Administrative Division

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 September 17, 2023.

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.