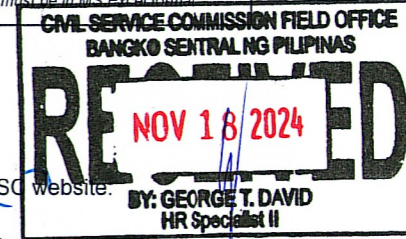


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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



To: CIVIL SERVICE COMMISSION (CSC)

CAW

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the THE NATIONAL LIBRARY OF THE PHILIPPINES in the CSC website.

CESAR GILBERT Q. ADRIANO
Director IV

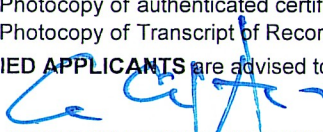
Date: 18-Nov-24

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 Administrative Officer (Anticipated Vacancy)	NL-NCCAC-CADOF-23-2004	24	94,132.00	Master's Degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development Intervention	4 years of Supervisory/Management Experience	Career Service (Professional)/ Second Level Eligibility	Core Competencies: 1.Exemplifying Integrity (Advanced) 2.Delivering Service Excellence (Advanced) Organizational Competencies: 1.Demonstrating Personal Effectiveness (Advanced) 2.Communicating Effectively (Advanced) 3.Planning, Organizing and Delivering (Advanced) Leadership Competencies: 1.Thinking Strategically and Creatively (Intermediate) 2.Leading Change (Intermediate) 3.Building Collaborative, Inclusive Working Relationships (Intermediate) 4.Managing Performance and Coaching for Results (Intermediate) 5.Creating and Nurturing a High Performing Organization (Intermediate)	Finance and 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 December 13, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of authenticated 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:



CESAR GILBERT Q. ADRIANO

Director IV

NLP Building, T.M. Kalaw Ave., Ermita

careers@nlp.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
