

Republic of the Philippines  
**THE NATIONAL LIBRARY 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 THE NATIONAL LIBRARY OF THE PHILIPPINES in the CSC website:

  
CESAR GILBERT Q. ADRIANO  
Director IV

Date: 25-Apr-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	Librarian I	NL-NCCAC-LIB1-5-1998	11	₱27,000.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	None	None	R. A. 1080 (Librarian)	Core Competencies: (Basic) 1.Exemplifying Integrity 2.Delivering Service Excellence Organizational Competencies: (Basic) 1.Demonstrating Personal Effectiveness 2.Communicating Effectively 3.Planning, Organizing and Delivering	Collection Development Division
2	Librarian I	NL-NCCAC-LIB1-12-1998	11	₱27,000.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	None	None	R. A. 1080 (Librarian)	Core Competencies: (Basic) 1.Exemplifying Integrity 2.Delivering Service Excellence Organizational Competencies: (Basic) 1.Demonstrating Personal Effectiveness 2.Communicating Effectively 3.Planning, Organizing and Delivering	Filipiniana Division

3	Librarian I	NL-NCCAC-LIB1-16-1998	11	₱27,000.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	None	None	R. A. 1030 (Librarian)	Core Competencies: (Basic) 1.Exemplifying Integrity 2.Delivering Service Excellence Organizational Competencies: (Basic) 1.Demonstrating Personal Effectiveness 2.Communicating Effectively 3.Planning, Organizing and Delivering	Filipiniana Division APR 25 2024
4	Librarian I	NL-NCCAC-LIB1-21-1998	11	₱27,000.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	None	None	R. A. 1080 (Librarian)	Core Competencies: (Basic) 1.Exemplifying Integrity 2.Delivering Service Excellence Organizational Competencies: (Basic) 1.Demonstrating Personal Effectiveness 2.Communicating Effectively 3.Planning, Organizing and Delivering	Filipiniana Division
5	Librarian I	NL-NCCAC-LIB1-29-1998	11	₱27,000.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	None	None	R. A. 1080 (Librarian)	Core Competencies: (Basic) 1.Exemplifying Integrity 2.Delivering Service Excellence Organizational Competencies: (Basic) 1.Demonstrating Personal Effectiveness 2.Communicating Effectively 3.Planning, Organizing and Delivering	Public Libraries Division
6	Librarian I	NL-NCCAC-LIB1-6-2022	11	₱27,000.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	None	None	R. A. 1080 (Librarian)	Core Competencies: (Basic) 1.Exemplifying Integrity 2.Delivering Service Excellence Organizational Competencies: (Basic) 1.Demonstrating Personal Effectiveness 2.Communicating Effectively 3.Planning, Organizing and Delivering	Public Libraries Division (Bohol First Congressional District Library)



7	Administrative Officer V (Cashier III)	NL-NCCAC-ADOF5-25-2004	18	₱46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) /Second Level Eligibility	<p>Core Competencies:</p> <ol style="list-style-type: none"> <li>1.Exemplifying Integrity (Advanced)</li> <li>2.Delivering Service Excellence - (Intermediate)</li> </ol> <p>Organizational Competencies:</p> <ol style="list-style-type: none"> <li>1.Demonstrating Personal Effectiveness (Intermediate)</li> <li>2.Communicating Effectively (Intermediate)</li> <li>3.Planning, Organizing and Delivering (Intermediate)</li> </ol> <p>Leadership Competencies: (Basic)</p> <ol style="list-style-type: none"> <li>1.Thinking Strategically and Creatively (Basic)</li> <li>2.Leading Change (Basic)</li> <li>3.Building Collaborative, Inclusive Working Relationships (Basic)</li> <li>4.Managing Performance and Coaching for Results (Basic)</li> <li>5.Creating and Nurturing a High Performing Organization (Basic)</li> </ol>	Finance and Administrative Division
8	Administrative Assistant III	NL-NCCAC-ADAS3-4-2004	9	₱21,211.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	<p>Core Competencies: (Basic)</p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity</li> <li>2. Delivering Service Excellence</li> </ol> <p>Organizational Competencies: (Basic)</p> <ol style="list-style-type: none"> <li>1. Demonstrating Personal Effectiveness</li> <li>2. Communicating Effectively</li> <li>3. Planning, Organizing and Delivering</li> </ol>	Office of the Director
9	Administrative Aide IV	NL-NCCAC-ADA4-14-2004	4	₱15,586.00	Completion of two-years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service (Sub-Professional)/ First Level Eligibility	<p>Core Competencies: (Basic)</p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity</li> <li>2. Delivering Service Excellence</li> </ol> <p>Organizational Competencies: (Basic)</p> <ol style="list-style-type: none"> <li>1. Demonstrating Personal Effectiveness</li> <li>2. Communicating Effectively</li> <li>3. Planning, Organizing and Delivering</li> </ol>	Public Libraries Division

10	Administrative Aide IV	NL-NCCAC-ADA4-16-2004	4	₱15,586.00	Completion of two-years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service (Sub-Professional)/ First Level Eligibility	<p>Core Competencies: (Basic)</p> <p>1. Exemplifying Integrity 2. Delivering Service Excellence</p> <p>Organizational Competencies: (Basic)</p> <p>1. Demonstrating Personal Effectiveness 2. Communicating Effectively 3. Planning, Organizing and Delivering</p>	Research and Publications Division
11	Administrative Aide III	NL-NCCAC-ADA3-16-2004	3	₱14,678.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service (Sub-Professional)/ First Level Eligibility	<p>Core Competencies: (Basic)</p> <p>1. Exemplifying Integrity 2. Delivering Service Excellence</p> <p>Organizational Competencies: (Basic)</p> <p>1. Demonstrating Personal Effectiveness 2. Communicating Effectively 3. Planning, Organizing and Delivering</p>	Finance and Administrative Division
12	Administrative Aide III Carpenter I (B)	NL-NCCAC-ADA3-21-2004	3	₱14,678.00	Elementary School Graduate	None	None	Carpenter (MC 11 s. 96-CAT I)	<p>Core Competencies: (Basic)</p> <p>1. Exemplifying Integrity 2. Delivering Service Excellence</p> <p>Organizational Competencies: (Basic)</p> <p>1. Demonstrating Personal Effectiveness 2. Communicating Effectively 3. Planning, Organizing and Delivering</p>	Finance and Administrative Division
13	Administrative Aide III	NL-NCCAC-ADA3-17-2004	3	₱14,678.00	Completion of two-years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service (Sub-Professional)/ First Level Eligibility	<p>Core Competencies: (Basic)</p> <p>1. Exemplifying Integrity 2. Delivering Service Excellence</p> <p>Organizational Competencies: (Basic)</p> <p>1. Demonstrating Personal Effectiveness 2. Communicating Effectively 3. Planning, Organizing and Delivering</p>	Public Libraries 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 May 25, 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](http://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](mailto:careers@nlp.gov.ph)

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

