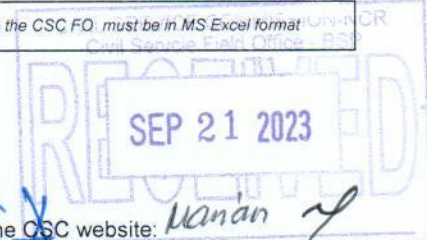


Republic of the Philippines  
**THE NATIONAL LIBRARY OF THE PHILIPPINES**  
Request for Publication of Vacant Positions



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: 21-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	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	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	Office of the Director
2	Administrative Assistant II	NL-NCCAC-ADAS2-7-2008	8	₱19,744.00	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	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	Finance and Administrative Division
3	Administrative Aide VI	NL-NCCAC-ADA6-15-2004	6	₱17,553.00	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	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	Finance and Administrative Division

4	Administrative Aide VI	NL-NCCAC-ADA6-17-2004	6	₱17,553.00	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	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	Finance and Administrative Division
5	Administrative Aide VI	NL-NCCAC-ADA6-19-2004	6	₱17,553.00	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	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	Finance and Administrative Division
6	Administrative Aide IV	NL-NCCAC-ADA4-20-2004	4	₱15,586.00	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	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	Finance and Administrative Division
7	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	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	Finance and Administrative Division





8	Librarian V	NL-NCCAC-LIB5-2-1998	24	₱90,078.00	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	R. A. 1080 (Librarian)	<p>Core Competencies:  1.Exemplifying Integrity (Advanced)  2.Delivering Service Excellence (Advanced)</p> <p>Organizational Competencies:  1.Demonstrating Personal Effectiveness (Advanced)  2.Communicating Effectively (Advanced)  3.Planning, Organizing and Delivering (Advanced)</p> <p>Leadership Competencies: 1.Thinking Strategically and Creatively (Intermediate)  2.Leadng 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)</p>	Catalog Division
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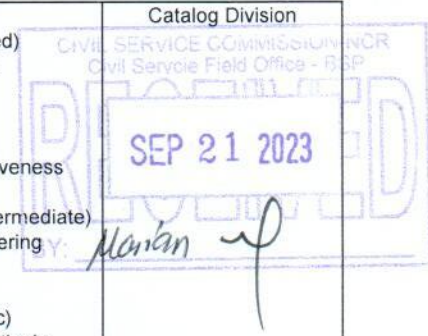
CIVIL SERVICE COMMISSION-NCR  
Civil Service Field Office - BSP

**RECEIVED**

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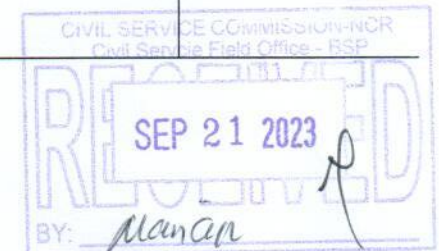
BY: *Man'an*

9	Librarian III	NL-NCCAC-LIB3-18-1998	18	₱46,725.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	8 hours of relevant training	2 years of relevant experience	R. A. 1080 (Librarian)	<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>	Catalog Division
10	Librarian II	NL-NCCAC-LIB2-20-1998	15	₱36,619.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	R. A. 1080 (Librarian)	<p>Core Competencies:</p> <ol style="list-style-type: none"> <li>1.Exemplifying Integrity (Intermediate)</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>	Catalog Division
11	Librarian II	NL-NCCAC-LIB2-5-1998	15	₱36,619.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	R. A. 1080 (Librarian)	<p>Core Competencies:</p> <ol style="list-style-type: none"> <li>1.Exemplifying Integrity (Intermediate)</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>	Filipiniana Division

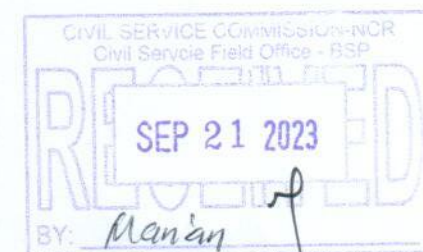




12	Librarian II	NL-NCCAC-LIB2-9-1998	15	₱36,619.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	R. A. 1080 (Librarian)	Core Competencies: 1.Exemplifying Integrity (Intermediate) 2.Delivering Service Excellence (Intermediate)  Organizational Competencies: 1.Demonstrating Personal Effectiveness (Intermediate) 2.Communicating Effectively (Intermediate) 3.Planning, Organizing and Delivering (Intermediate)	Filipiniana Division
13	Bookbinder I	NL-NCCAC-BB1-1-1998	2	₱13,819.00	Elementary School Graduate	None	None	None	Core Competencies: 1. Exemplifying Integrity (Basic) 2. Delivering Service Excellence (Basic)  Organizational Competencies: 1. Demonstrating Personal Effectiveness (Basic) 2. Communicating Effectively (Basic) 3. Planning, Organizing and Delivering (Basic)	Filipiniana Division
14	Librarian III	NL-NCCAC-LIB3-2-1998	18	₱46,725.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	8 hours of relevant training	2 years of relevant experience	R. A. 1080 (Librarian)	Core Competencies: 1.Exemplifying Integrity (Advanced) 2.Delivering Service Excellence - (Intermediate)  Organizational Competencies: 1.Demonstrating Personal Effectiveness (Intermediate) 2.Communicating Effectively (Intermediate) 3.Planning, Organizing and Delivering (Intermediate)  Leadership Competencies: (Basic) 1.Thinking Strategically and Creatively (Basic) 2.Leadng Change (Basic) 3.Building Collaborative, Inclusive Working Relationships (Basic) 4.Managing Performance and Coaching for Results (Basic) 5.Creating and Nurturing a High Performing Organization (Basic)	Reference Division



15	Librarian II	NL-NCCAC-LIB2-14-1998	15	₱36,619.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	R. A. 1080 (Librarian)	Core Competencies: 1.Exemplifying Integrity (Intermediate) 2.Delivering Service Excellence (Intermediate)  Organizational Competencies: 1.Demonstrating Personal Effectiveness (Intermediate) 2.Communicating Effectively (Intermediate) 3.Planning, Organizing and Delivering (Intermediate)	Reference Division
16	Librarian II	NL-NCCAC-LIB2-21-1998	15	₱36,619.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	R. A. 1080 (Librarian)	Core Competencies: 1.Exemplifying Integrity (Intermediate) 2.Delivering Service Excellence (Intermediate)  Organizational Competencies: 1.Demonstrating Personal Effectiveness (Intermediate) 2.Communicating Effectively (Intermediate) 3.Planning, Organizing and Delivering (Intermediate)	Reference Division
17	Administrative Aide IV	NL-NCCAC-ADA4-16-2004	4	₱15,586.00	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	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	Research and Publications Division





18	Librarian II	NL-NCCAC-LIB2-18-1998	15	₱36,619.00	Bachelor's Degree in Library Science or Library and Information Science or Bachelor of Science in Education / Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	R. A. 1080 (Librarian)	Core Competencies: 1.Exemplifying Integrity (Intermediate) 2.Delivering Service Excellence (Intermediate)  Organizational Competencies: 1.Demonstrating Personal Effectiveness (Intermediate) 2.Communicating Effectively (Intermediate) 3.Planning, Organizing and Delivering (Intermediate)	Public Libraries Division
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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 October 5, 2023.

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.**

