

Republic of the Philippines  
**HUMAN RIGHTS VIOLATIONS VICTIMS' MEMORIAL COMMISSION**  
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 HUMAN RIGHTS VIOLATIONS VICTIMS' MEMORIAL COMMISSION in the CSC website:

LAWRENCE CHARLES E. SALAZAR  
Deputy Executive Director III / OIC, HR Unit

Date: February 22, 2023

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 II	HRVVMCB-ADAS2-8-2017	8	19744	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	Relevant MC 11 s. 1996/Career Service (Sub-Professional ) First Level Eligibility		Office of the Executive Director
2	Administrative Officer IV(Human Resource Management Officer II)	HRVVMCB-ADOF4-27-2017	15	36619	Bachelor's degree	4 Hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Finance and Administrative Division
3	Museum Curator II	HRVVMCB-MUSC2-9-2017	24	90078	Master's Degree or Certificate in Leadership Management from the Civil Service Commission	40 Hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching for results . Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization .	Museum Division
4	Planning Officer III	HRVVMCB-PLO3-5-2017	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Executive Director
5	Information Technology Officer I	HRVVMCB-ITO1-16-2017	19	51357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Resource and Archives 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 March 6, 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](http://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:

LAWRENCE CHARLES E. SALAZAR  
Deputy Executive Director III / OIC, HR Unit  
4/F 150 Corporate Center panay Avenue. Quezon City  
[hrvmc.hr@gmail.com](mailto:hrvmc.hr@gmail.com)

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

