MUSEUM CURATOR II: (Maritime and Underwater Cultural Heritage Division); Place of Assignment: Manila; SG-24; Salary/Month P83,406.00; Item No.: NMB-MUSC2-34-2007; EDUCATION: Master’s degree or Certificate in Leadership and Management from the Civil Service Commission; EXPERIENCE: 4 years of supervisory / management experience; TRAINING: 40 hours of supervisory / management learning and development intervention undertaken within the last 5 years; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

Duties and Responsibilities:
1. Plans, organizes, directs and supervises the systematic researches in the field of maritime archaeology and underwater cultural heritage management;
2. Plans, organizes directs and supervise the applied researches in the field of maritime archaeology and underwater cultural heritage management;
3. Establishes/maintains maritime archaeology reference material collections;
4. Publishes result of systematic and applied researches;
5. Initiates linkages, monitoring and collaboration of research activities with local/international research and academic institutions;
6. Conducts own researchers in the various aspects of the discipline;
7. Conducts training of researchers in the various aspects of the discipline;
8. Organizes meeting, symposia, seminars and workshops on the discipline;
9. Provides technical assistance or data regarding exhibitions of maritime archaeology materials;
10. Does related work.

MUSEUM CURATOR I: (Maritime and Underwater Cultural Heritage Division); Place of Assignment: Manila; SG-22; Salary/Month: P65,319.00; Item No.: NMB-MUSC1-65-2016; EDUCATION: Bachelor’s degree relevant to the job; EXPERIENCE: 3 years of relevant experience; TRAINING: 16 hours of relevant training; ELIGIBILITY: Museum Technician (MC No. 10 s. 2013 – Cat. II).

Duties and Responsibilities:
1. Assists in planning, organizing, directing and supervising in the conduct of applied researches in the field of maritime archaeology and underwater cultural heritage management;
2. Assists in the establishment and maintenance of maritime archaeology reference material collections;
3. Assists in publication of result of systematic and applied researches;
4. Assists in the initiation of linkage, monitoring and collaboration of research activities with local/international research and academic institutions;
5. Assists in the conduct of training of researchers in the various aspects of the discipline;
6. Assists in the organization meeting, symposia, seminars and workshop on the discipline;
7. Assists in providing technical assistance or data regarding exhibitions of maritime archaeology materials; and
8. Does related work.

SENIOR MUSEUM RESEARCHER: (Maritime and Underwater Cultural Heritage Division); Place of Assignment: Manila; SG-18; Salary/Month: P40,637.00; Item No.: NMB-SRMR-67-2016; EDUCATION: Bachelor’s degree relevant to the job; EXPERIENCE: 2 years of relevant experience; TRAINING: 8 hours of relevant training; ELIGIBILITY: Career Service Professional / Second Level Eligibility.

Duties and Responsibilities:

1. Monitors independent researches of Museum Researchers in the conduct of systematic and applied researches in the field of maritime archaeology and underwater cultural heritage management;
2. Conducts basic researches in the field of maritime archaeology and underwater cultural heritage management;
3. Exercises direct supervision on the collection, recording and maintenance of maritime archaeology specimens;
4. Participates in relevant conferences, seminar and symposia;
5. Disseminates information through lectures;
6. Monitors and coordinates linkage, monitoring and collaboration of research activities with local or international research and academic institutions;
7. Prepares and publishes scientific papers and activity reports;
8. Provides technical assistance/data regarding exhibition of maritime archaeology materials;
9. Does related work.

MUSEUM RESEARCHER II: (Maritime and Underwater Cultural Heritage Division); Place of Assignment: Manila; SG-14; Salary/Month P27,755.00; Item No.: NMB-MUSR2-62, 63, 64 & 65-2016; EDUCATION: Bachelor’s degree; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Conduct systematic and applied researches in the field of maritime archaeology and underwater cultural heritage management;
2. Conduct own researches in specialized field;
3. Conducts fieldwork for the purpose of collection, identification and classification of maritime archaeology specimens;
4. Supervise the personnel directly involved in his specified section/unit;
5. Disseminate educational information through lectures, seminar, etc.;
6. Participate in relevant seminar, conference and symposia;
7. Supervise the work of Museum Technician in surveying, mapping, excavation, recording and storing of archaeological materials;
8. Provide technical assistance/data regarding exhibition of maritime archaeology materials;
9. Does related work.

MUSEUM TECHNICIAN II: (Maritime and Underwater Cultural Heritage Division); Place of Assignment: Manila; SG-08; Salary/Month P16,758.00; Item No.: NMB-MUST2-55 & 56-2016; EDUCATION: Completion of two years studies in college; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Museum Technician (MC No. 10 s. 2013 – Cat. II).
Duties and Responsibilities:

1. Assists senior personnel in the undertaking of systematic and applied researches in the field of maritime archaeology and underwater cultural heritage management;
2. Assist in preparation of reports;
3. Undertake specific technical work in his own field of expertise;
4. Provide technical assistance/data regarding exhibition of archaeological and prehistoric materials to other divisions; and
5. Does related work.

ARTIST ILLUSTRATOR II: (Maritime and Underwater Cultural Heritage Division); Place of Assignment: Manila; SG-08; Salary/Month P16,758.00; Item No.:NMB-AI2-34-2016 & NMB-AI2-50-2007; EDUCATION: Completion of two years studies in college or High School Graduate with relevant vocational/trade course; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Illustrator (MC 10, s. 2013 – Cat. II) First Level Eligibility.

Duties and Responsibilities:

1. Undertake mapping requirements during archaeological exploration and excavation activities;
2. Provides various graphic art requirements which include scientific illustrations, photographs, text, labels, captions and other kinds of art work;
3. Provides the technical skills needed in the visualization of technical data for publication and exhibitions;
4. Provide technical assistance/data regarding exhibition of maritime archaeology materials;
5. Does related work.

Reminders for Applicants:

Applicants must meet the minimum requirements of the vacant position(s) and must submit the following:

1. Application letter addressed to the Chief Administrative Officer of the Human Resource Management Division indicating the position applied for, item number, and name of the division/office where the vacancy is

   DR. JENNYPHER N. FENOMENO
   Chief Administrative Officer (HRMO V)
   Human Resource Management Division
   National Museum of the Philippines
   P. Burgos St., Manila

2. Properly accomplished Personal Data Sheet (PDS) with attached Work Experience Sheet and recent passport size picture

   NOTE: Do not include trainings/seminars obtained/acquired during college and trainings/seminars with unavailable/missing certificates.

3. Curriculum Vitae

4. Authenticated Copy of Certificate of Eligibility / Authenticated Copy of Board Rating and License (CSC and/or RA 1080)

5. Photocopy of the following:
   a. Certificate of relevant training/s and/or seminar/s attended (if applicable);
b. Certificate of Employment with actual duties and responsibilities *(if applicable)*;
c. Performance rating in the last rating period *(for government and private employees)*;
d. Transcript of Records (TOR); and
e. Diploma.

Interested applicants may apply and submit their application at the Human Resource Management Division (HRMD) located at the Ground Floor of the National Museum of Fine Arts Building, P. Burgos St., Manila

or via mail and/or courier to:

**DR. JENNYPHER N. FENOMENO**  
Chief Administrative Officer (HRMO V)  
Human Resource Management Division  
National Museum of the Philippines  
Ground Floor, National Museum of Fine Arts Building  
P. Burgos St., Manila

Applications will be accepted until **January 20, 2020**.

**NOTE: Applicants must submit one (1) set of documents for every position being applied for. Applicants with incomplete requirements will not be processed. Further, only shortlisted applicants shall be notified for interview.**

**HUMAN RESOURCE MANAGEMENT DIVISION**  
Padre Burgos Street, Manila  
Telefax # (02) 527-6621