MUSEUM CURATOR II: (Zoology Division); Place of Assignment: Manila; SG-24; Salary/Month P83,406.00; Item No.: NMB-MUSC2-28-2007; 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. Manages, plans and directs the division’s activities on Systematics and Taxonomy in the field of Zoology;
2. Supervises the Zoology personnel in the performance of their duties and responsibilities;
3. Conducts own specialized basic (Systematic and Taxonomy), ecological, and applied researches in the field of Zoology through the collection, preservation, identification, accessioning, cataloguing, and inventory of the Philippine fauna and derivatives;
4. Conducts fieldwork for the purpose of survey and collection (fauna inventory) and preservation of zoological specimens and their derivatives in support of Systematic and Taxonomical research;
5. Utilize various techniques/ tools in Systematics and Taxonomy for the correct identification, classification, and phylogeny of zoological specimens;
6. Disseminates technical and popular scientific information through exhibition, publications, lectures, meetings, seminars, workshops, forums, and conferences;
7. Provides technical assistance / data with regards to zoological exhibitions to the Exhibition, Editorial, and Media Production Services Division;
8. Provides technical assistance / data to Research Collection and Conservation Management Division;
9. Provides technical assistance to researches of related field, scientists, teachers, students and the general public in their basic research (Systematic and Taxonomy);
10. Participates in relevant meetings, seminars, conferences, symposia, workshops, forums and trainings;
12. Submits monthly and bi-annual accomplishment reports relative to his/her duties and responsibilities for performance evaluation;
13. Performs other function as provided by R.A. 8492;
14. Does related work.

MUSEUM CURATOR I: (Zoology Division); Place of Assignment: Manila; SG-22; Salary/ Month P65,319.00; Item No.: NMB-MUSC1-66-2016; 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 the Curator II / Immediate Supervisor in the management of the division;
2. Conducts basic (Systematic and Taxonomy), ecological and applied researches in the field of Zoology through the collection, preservation, identification, accessioning, cataloguing, and inventory on Zoological materials and derivatives;
3. Conducts own research in his/her field of Zoological specialization;
4. Conducts fieldwork for the purpose of survey and collection (faunal inventory) and preservation of zoological specimens and their derivatives in supports of Systematics and Taxonomical research;
5. Utilizes various technique/tools in Systematic and Taxonomy for the correct identification, classification and phylogeny of zoological specimens;
6. Supervises the personnel directly involve in his/her specified section/s or unit/s;
7. Disseminates technical and popular scientific information through exhibition, publications, lectures, meetings, seminars, workshops, forums, and conferences;
8. Provides technical assistance / data with regards to zoological exhibitions to the Exhibition, Editorial, and Media Production Services Division;
9. Provides technical assistance / data to Research, Collection and Conservation Management Division;
10. Provides technical assistance to researches of related field, scientists, teachers, students and the general public in their basic research (Systematic and Taxonomy);
11. Participates in relevant meetings, seminars, conferences, symposia, workshops, forums and trainings;
12. Prepares and assists in the preparation of accomplishment reports, Work and Financial Plan, and Project Procurement (plan for the Zoology Division);
13. Submits monthly and bi-annual accomplishment reports relative to his/her duties and responsibilities for performance evaluation;
14. Performs other function as provided by R.A. 8492;
15. Does related work.

SENIOR MUSEUM RESEARCHER: (Zoology Division); Place of Assignment: Manila; SG-18; Salary/Month P 40,637.00; Item No.: NMB-SRMR-78, 79, 80 & 81-2016; EDUCATION: Bachelor's degree; EXPERIENCE: 2 years of relevant experience; TRAINING: 8 hours of relevant training; ELIGIBILITY: Career Service Professional / Second Level Eligibility.

Duties and Responsibilities:

1. Assist the Curator II / Immediate Supervisor in the management of the division;
2. Conducts basic (Systematic and Taxonomy), ecological and applied researches in the field of Zoology through the collection, preservation, identification, accessioning, cataloguing, and inventory on Zoological materials and derivatives;
3. Conducts own research in his/her field of Zoological specialization;
4. Conducts fieldwork for the purpose of survey and collection (faunal inventory) and preservation of zoological specimens and their derivatives in supports of Systematic and Taxonomical research;
5. Utilizes various technique/tools in Systematic and Taxonomy for the correct identification, classification and phylogeny of zoological specimens;
6. Supervises the personnel directly involve in his/her specified section/s or unit/s;
7. Disseminates technical and popular scientific information through exhibition, publications, lectures, meetings, seminars, workshops, forums, and conferences;
8. Provides technical assistance / data with regards to zoological exhibitions to the Exhibition, Editorial, and Media Production Services Division;
9. Provides technical assistance / data to Research, Collection and Conservation Management Division;
10. Provides technical assistance to researches of related field, scientists, teachers, students and the general public in their basic research (Systematic and Taxonomy);
11. Participate in relevant meetings, seminars, conferences, symposia, workshops, forums and trainings;
12. Prepares and assists in the preparation of accomplishment reports, Work and Financial Plan, and Project Procurement (plan for the Zoology Division;  
13. Submits monthly and bi-annual accomplishment reports relative to his/her duties and responsibilities for performance evaluation;  
14. Performs other function as provided by R.A. 8492;  
15. Does related work.

**ARTIST ILLUSTRATOR II** : (Zoology Division); Place of Assignment: Manila; SG-8; Salary/Month P16,758; Item No.: NMB-AI2-42-2007; EDUCATION: Completion of two years studies in college; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Illustrator (MC No. 10 s.2013 – Cat. II).

**Duties and Responsibilities:**

1. Undertake mapping requirements during zoological exploration;
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 zoological 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