



**PAMBANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

**BULLETIN OF VACANT POSITIONS**

**Human Resource Management Division (HRMD)**

|                           |                                   |
|---------------------------|-----------------------------------|
| Position Title            | <b>Nurse (Job Order)</b>          |
| Monthly Rate              | <b>Php 23,877.00</b>              |
| Place of Assignment       | <b>Manila</b>                     |
| Duration                  | <b>March to December 31, 2021</b> |
| No of Positions Available | <b>Three (3)</b>                  |

*Minimum Qualification Standards*

|             |                                     |
|-------------|-------------------------------------|
| Education   | <b>Bachelor's Degree in Nursing</b> |
| Eligibility | <b>RA 1080 (Registered Nurse)</b>   |

*Preferred Qualification of the Applicants:*

1. Trained as emergency health care provider
2. Must be able to provide Basic Life Support
3. Updated with First Aide Course
4. With computer skills including Word, Excel and PowerPoint applications
5. Minimum of two (2) years working as a nurse in health clinic or hospital; and
6. Minimum of three (3) years working as emergency responder

*Duties and Responsibilities*

1. Works independently in the performance and implementation of first aid and medical assistance to employees and visitors;
2. Serves as primary and preventive health care service provider;
3. Performs physical examinations;
4. Takes vital signs such as temperature, pulse rate, heart rate and blood pressure;
5. Treats common minor illness and injuries;
6. Administers medications, wound care, and other medical interventions;
7. Observes and monitors patient's condition;
8. Establishes whether there is a need for a referral to the nearest hospital for further evaluation and management of patient and recommends if needed;
9. Maintains medical records of patients;
10. Submits inventory of supplies and medicines;
11. Prepares request/s for medicine; and
12. Suggests activities for employee' wellness programs based on employee' health records.

*Time Frame*

1. Contract shall be from March to December 21, 2021
2. Six (6) days a week.
3. Regular day of may include Saturday and Sunday
4. The Nurse practitioner may be required to work during holidays when museum galleries are open.

Interested applicants must submit the following to **nmprecruitmentjo@gmail.com**, with the subject line **Position Title - Surname, First Name, Middle Initial**:

1. **Application letter** (addressed to the Acting Deputy Director General for Administration, indicating the position title applied for and name of the division where the vacancy is) and your **résumé**.

**ATTY. MA. CECILIA U. TIROL**  
**Acting Deputy Director General for Administration**  
**National Museum of the Philippines**

Please combine the PDF copies of your application letter and résumé into a single file.

2. Properly accomplished **Personal Data Sheet** (with most recent photo) and **Work Experience Sheet**. Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from CSC Official Website at [www.csc.gov.ph](http://www.csc.gov.ph). Please combine the PDF copies of your Personal Data Sheet and Work Experience Sheet into a single file.
3. Photocopy of **Certificate of Eligibility/board rating/valid license**. For multiple documents, please combine the PDF copies of these into a single file.
4. Photocopies of previous and current **employment certificates** with duties and responsibilities, if applicable. For multiple documents, please combine the PDF copies of these into a single file.
5. Photocopies of relevant **training/seminar certificates**. Trainings/seminars acquired during college or those with unavailable certificates shall not be considered. For multiple documents, please combine the PDF copies of these into a single file.
6. Photocopies of **diploma** and **transcript of records**. For multiple documents, please combine the PDF copies of these into a single file.

In order to be considered, applicants must meet the minimum qualification standards; complete all required documents; and submit on or before **26 February 2021**.

Please note the following:

1. Files should be in a PDF (except for the Summary Form) and must not be compressed into archive file formats such as RAR or ZIP.
2. If applying for multiple positions, submit a separate set for each.
3. Late and incomplete submissions as well as applications that do not meet qualification standards will not be accepted.
4. Only shortlisted applicants shall be notified.

**HUMAN RESOURCE MANAGEMENT DIVISION**

(02) 82981100 local 1015 or (02) 85276621

Prepared by:

Original signed

**CONSUELO M. BERNARDO**

Officer In-Charge / Accountant III, HRMD

Approved by:

Original signed

**ATTY. MA. CECILIA U. TIROL**

Acting Deputy Director-General for Administration



**PAMBANSANG MUSEO NG PILIPINAS**  
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**BULLETIN OF VACANT POSITIONS**

**CENTRAL MUSEUM VISITOR OPERATIONS DIVISION (CMVOD)**

|                           |  |
|---------------------------|--|
| Position Title            | <b>Museum Engagement Assistant (Job Order)</b> |
| Monthly Rate              | <b>Php 19,555.00</b>                           |
| Place of Assignment       | <b>Manila</b>                                  |
| Duration                  | <b>March to December 31, 2021</b>              |
| No of Positions Available | <b>Ten (10)</b>                                |

*Minimum Qualification Standards*

|             |   |
|-------------|---|
| Education   | <b>Bachelor's Degree relevant to the position</b>       |
| Eligibility | <b>CS Sub-Professional (preferred but not required)</b> |

*Duties and Responsibilities:*

The Ten (10) Museum Engagement Assistants under Job Order will be assigned at the CMVOD under the supervision of the Chief Administrative Officer. They will work six (6) days a week. They may be required to work beyond regular office hours and during day-offs and holidays to assist in the conduct of outreach activities and / or finish important and urgent tasks.

1. Welcome and register visitors at the Information Desk;
2. Usher visitors to galleries, lectures and special events;
3. Research on specific galleries for use in introductory and tour / show scripts;
4. Conduct introductory talks in the absence of Museum Guides;
5. Act as information officer at designated galleries to answer visitor queries on museum objects, facilities and other related concerns;
6. Distribute museum brochures, information materials, and feedback forms;
7. Collect and process results of visitors' feedback forms;
8. Maintain records and statistics of visitors;
9. Monitor condition of exhibited objects and assist in ensuring their protection from defacement, vandalism and theft;
10. Submit bimonthly accomplishment reports to the First Party on the services performed and tasks accomplished;
11. Assist in the monitoring of health and safety protocol compliance; and
12. Perform related functions as assigned by the Visitor Operations Section Head, the Supervising Administrative Officer and the Chief Administrative Officer.

Interested applicants must submit the following to **nmprecruitmentjo@gmail.com**, with the subject line **Position Title - Surname, First Name, Middle Initial**:

7. **Application letter** (addressed to the Acting Deputy Director General for Administration, indicating the position title applied for and name of the division where the vacancy is) and your **résumé**

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