



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

National Museum of the Philippines

BULLETIN OF VACANT POSITIONS

In Compliance with RA 7041

Office Assignment	Financial Services Division
Position Title	Administrative Officer V (Cashier III)
Item No/s.	NMB-ADOF5-13-2007
Salary Grade	18 (Php 43,681)
Place of Assignment	Manila

Qualification Standards

Education	Bachelor's degree
Eligibility	Career Service Professional/Second Level Eligibility
Experience	2 years of relevant experience
Training	8 hours of relevant training

Duties and Responsibilities

1. Direct supervision on the daily operations of the Cashiering Section, Financial Services Division
2. Serve as co-signatory of Checks and LDDAP-ADA issued to creditors of the National Museum of the Philippines
3. Review entries and other details of periodic reports as prepared by the Cashiering Section, Financial Services Division before signing and submission to concerned offices/agencies such as but not limited to:
 - a. Report of Collections and Deposits
 - b. Cash Receipt Register
 - b. Payroll Register and Database Transmittal
 - c. Report of Checks Issued
 - d. Report of LDDAP-ADA Issued
 - e. Report of Accountability for Accountable Forms
 - f. Individual Performance Commitment and Review
4. Ensure that Cashiering Section personnel adheres with administrative rules and regulations set by the National Museum of the Philippines
5. Prepares draft communications in the execution of functions of the Cashiering Section.
6. Assist the Chief Administrative Officer of the Financial Services Division on the preparation of policies, procedures and guidelines relative to Cashiering Section functions.
7. Focal person of the National Museum of the Philippines before its Authorized Government Depository Bank (AGDB)
8. Ensure that the National Museum of the Philippines policies, procedures and practices are in accordance with existing laws and banking rules and regulations.
9. Propose for the establishment or improvement of the set of procedures and guidelines relative to the Financial Services Division functions.

10. Does other works that will be assigned by the Chief Administrative Officer of the Financial Services Division or the management of the National Museum of the Philippines.

Office Assignment Office of the Director General
Position Title Computer Programmer II
Item No/s. NMB-COMPRO2-4-2007
Salary Grade 15 (PHP 33,575)
Place of Assignment Manila

Qualification Standards

Education Bachelor's degree
Eligibility Career Service Professional/Second Level Eligibility
Experience 1-year relevant experience
Training 4 hours of relevant training

Duties and Responsibilities

1. Manages the computer network (LAN) of the Agency;
2. Coordinates and supervises the work of Computer Maintenance Technologist I;
3. Develops database programs based on the needs of the agency;
4. Ensures the continuous upgrading of the Agency's systems;
5. Provides computer literacy training for the various divisions of the agency per request from these units; and
6. Does other related duties.

Office Assignment Office of the Director General
Position Title Computer Maintenance Technologist I
Item No/s. NMB-CTMT1-5-2007 and NMB-CTMT1-10-2016
Salary Grade 11 (PHP 23,877)
Place of Assignment Manila

Qualification Standards

Education Bachelor's degree
Eligibility Career Service Professional/Second Level Eligibility
Experience None required
Training None required

Duties and Responsibilities

1. Troubleshoots and repairs computer systems (hardware and software), peripherals and network;
2. Conducts regular monitoring of the computer's actual capabilities to prevent breakdown occurrence and to ensure optimization of its systems.
3. Installs tests and evaluates new software systems to improve computer's operating system efficiency and function:
4. Performs other preventive maintenance activities and:
5. Does related work.

Interested applicants must submit the following via online to **NMPRecruitment@gmail.com**, with the subject line **Position (Item No.), Division – Surname, First Name, Middle Initial**:

<p>Application letter addressed to the Deputy Director General for Administration, indicating the position applied for, item number, and name of the division plus updated résumé/CV</p> <p style="text-align: center;">ATTY. MA. ROSENNE M. FLORES-AVILA Deputy Director General for Administration National Museum of the Philippines</p> <p style="text-align: center;">Please combine the PDF copies of your application letter and résumé into a single file.</p>
<p>Properly accomplished CS Form No. 212, Revised 2017 or Personal Data Sheet (with most recent photo) and Work Experience Sheet</p> <p style="text-align: center;">Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from bit.ly/NMPRecruitment2021_Forms. Please combine the PDF copies of your Personal Data Sheet and Work Experience Sheet into a single file.</p>
<p style="text-align: center;">Scanned copy of Certificate of Eligibility/board rating/valid license</p> <p style="text-align: center;">For multiple documents, please combine the PDF copies of these into a single file.</p>
<p style="text-align: center;">Scanned copy of previous and current employment certificates with duties and responsibilities, if applicable</p> <p style="text-align: center;">For multiple documents, please combine the PDF copies of these into a single file</p>
<p style="text-align: center;">Scanned copy of two (2) recent performance ratings from previous and current employers</p> <p style="text-align: center;">For multiple documents, please combine the PDF copies of these into a single file.</p>
<p style="text-align: center;">Scanned copy of relevant training/seminar certificates</p> <p style="text-align: center;">Trainings/seminars acquired during college or those with unavailable certificates shall not be considered.</p> <p style="text-align: center;">For multiple documents, please combine the PDF copies of these into a single file.</p>
<p style="text-align: center;">Scanned copy of diploma and transcript of records</p> <p style="text-align: center;">For multiple documents, please combine the PDF copies of these into a single file.</p>

Applicants must meet the qualification standards and submit on or before **12 May 2021**. Incomplete submission of documents will not be entertained and only shortlisted applicants will be notified.

Important Reminders

1. Files should be in a PDF 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 will not be accepted.
4. Only shortlisted applicants shall be notified



ANGELO S. MACARIO

Officer in Charge,
Human Resource Management Division