



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

**National Museum of the Philippines**

**BULLETIN OF VACANT POSITIONS**

In Compliance with RA 7041

<b>Office Assignment</b>	Central Museum Visitor Operations Division
<b>Position Title</b>	Supervising Administrative Officer
<b>Item No/s.</b>	NMB-SADOF-21-2016
<b>Salary Grade</b>	22 (Php 68,415)
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

<b>Education</b>	Bachelor's degree relevant to the job
<b>Eligibility</b>	Career Service Professional/Second Level Eligibility
<b>Experience</b>	3 years of relevant experience
<b>Training</b>	16 hours of relevant training

*Duties and Responsibilities*

1. Assists the Chief Administrative Officer in managing all frontline operations (visitor reception, information assistance and guiding services) of the Agency's central complex;
2. Acts as Officer-In-Charge in the absence of the Chief Administrative Officer;
3. Oversees coordination with various Divisions affecting museum visitor experience such as security, medical, accessibility, maintenance, etc;
4. Oversees the functions of Division sections relative to guiding and other museum services;
5. Assists in supervising routinary administrative functions and management of the Division personnel, records, property, equipment, supplies, etc;
6. Recommends courses of actions for enhanced administrative systems and operations;
7. Prepares accomplishment report of the Division;
8. Prepares and/or reviews internal and external communications;
9. Conducts independent studies on visitor reactions and behavior towards museum exhibition;
10. Supervises the distribution and collection of visitor feedback forms;
11. Assists in developing and implementing programs for guides;
12. Assists in giving gallery talks to visitors of the Agency's central complex;
13. Participates in local and international seminars, training, lectures, etc relevant to museum visitor operations;
14. Ensures efficiency in the booking and reservations system of the Agency's central complex;
15. Plans courses of actions for enhanced visitor experience; and
16. Does related work.

**Office Assignment** Exhibition, Editorial, and Media Production Services Division  
**Position Title** Chief Administrative Officer  
**Item No/s.** NMB-CADOF-18-2016  
**Salary Grade** 24 (PHP 86,742)  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Master's degree or Certificate in Leadership and Management from the CSC  
**Eligibility** Career Service Professional/Second Level Eligibility  
**Experience** 4 years of supervisory/management experience  
**Training** 40 hours of supervisory/management learning and development intervention

*Duties and Responsibilities*

1. Plans, organizes, directs and supervises the day to day operations of the division;
2. Conceptualizes and designs new exhibit and submit budget proposal for approval of Director-General;
3. Collaborates with the concerned divisions, agency or institutions for the development of new exhibit;
4. Facilitates and supervises the design, fabrication and installation of approved exhibition projects;
5. Provides technical assistance to other Museum institution and external parties;
6. Conducts lectures/presentation regarding exhibition planning, designing and implementation methodology of the EEMPSD's project; and
7. Performs other functions of the division needs.

**Office Assignment** Maritime and Underwater Cultural Heritage Division  
**Position Title** Museum Curator I  
**Item No/s.** NMB-MUSC1-64-2016  
**Salary Grade** 22 (PHP 68,415)  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Bachelor's degree relevant to the job  
**Eligibility** Museum Technician (MC 10 No. 10 s. 2013 – Cat. II)  
**Experience** 3 years of relevant experience  
**Training** 16 hours of relevant training

*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.

**Office Assignment** Office of the Director General  
**Position Title** Attorney IV  
**Item No/s.** NMB-ATY4-1-2016  
**Salary Grade** 23 (PHP 76,907)  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Bachelor of Laws  
**Eligibility** RA 1080 (Bar)  
**Experience** 2 years of relevant experience  
**Training** 8 hours of relevant training

*Duties and Responsibilities*

1. Reviews and recommends for the Director General's approval of contracts, memorandum of understanding, deed of donation, and other legal documents pertaining to scientific and technological activities;
2. Provides legal opinion to the Director General regarding legal conflicts pertaining to any scientific and technological program implemented or to be implemented by the agency;
3. Maintains linkages with local and international research institution regarding legal matters;
4. Provides legal assistance to all scientific and administrative personnel;
5. Does other related works.

**Office Assignment** Office of the Director General  
**Position Title** Security Officer II  
**Item No/s.** NMB-SECO2-14-2016  
**Salary Grade** 15 (PHP 33,575)  
**Place of Assignment** Manila

*CSC Qualification Standards*

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

*Duties and Responsibilities*

1. Under the control and supervision of the Security Officer III, responsible in the implementation of instructions, enforcement of National Museum Rules and Regulations related to laws and ordinances within his area of jurisdiction;
2. Conducts daily inspections of the facilities, installations, and equipment within his area of jurisdiction, and renders in his action to enhance the preservation, protection of these facilities, installations and equipment;
3. Safeguards the facilities, installations, and equipment located within operational area and effects the arrests if persons who actually commit vandalism, destructions or stealing of properties;

4. Acts on routine communications; and
5. Does related duties.

<b>Office Assignment</b>	Office of the Director General
<b>Position Title</b>	Planning Officer II
<b>Item No/s.</b>	NMB-PLO2-7-2016
<b>Salary Grade</b>	15 (PHP 33,575)
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

<b>Education</b>	Bachelor's degree relevant to the job
<b>Eligibility</b>	Career Service Professional/Second Level Eligibility
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training

*Duties and Responsibilities*

1. Assists in the preparation of short and long range plans and programs, technological/technical and administrative projects of the agency;
2. Participates in the formulation of criteria for determining priorities for proposed projects and reviews for the selection of capital projects for funding and execution;
3. Studies and reviews existing programs and projects of the Agency;
4. Gathers and analyzes essential information and data from other agencies, institutions and other external resources as input policy formulation, discussion and report generation;
5. Directs the preparation and submission of reports related to the different projects, activities and programs of the Agency for monitoring and reporting purposes;
6. Participates in meetings, conferences, fora, seminars and workshops related with area of work; and
7. Does related duties.

<b>Office Assignment</b>	Office of the Director General
<b>Position Title</b>	Administrative Assistant II
<b>Item No/s.</b>	NMB-ADAS2-13-2016
<b>Salary Grade</b>	8 (PHP 18,251)
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

<b>Education</b>	***Completion of two years studies in college or High School Graduate with relevant vocational/trade course
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	1 year relevant experience
<b>Training</b>	4 hours of relevant training

*Duties and Responsibilities*

1. Prepares communications/correspondences for internal and external clientele;
2. Maintains organized correspondences, documents, reports, and data files for references and retrieval;
3. Maintains database records and hardcopy files including those used to track safety and security data;

4. Provides clerical and/or accounting support to the unit, as appropriate to the position, including typing and data entry of billings;
5. Takes inventory of the assigned security equipment;
6. Manages section's incoming and outgoing correspondence;
7. Performs various administrative tasks; and
8. Does other functions as may be assigned.

Interested applicants must submit the following via online to **NMPRecruitment2021@gmail.com**, with the subject line **Position (Item No.), Division – Surname, First Name, Middle Initial**:

<p><b>Application letter</b> addressed to the Deputy Director General for Administration, indicating the position applied for, item number, and name of the division plus updated <b>résumé/CV</b></p> <p style="text-align: center;">ATTY. MA. ROSENNE M. FLORES-AVILA Deputy Director General for Administration National Museum of the Philippines</p> <p>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 <b>Personal Data Sheet</b> (with most recent photo) and <b>Work Experience Sheet</b></p> <p>Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from <a href="http://bit.ly/NMPRecruitment2021_Forms">bit.ly/NMPRecruitment2021_Forms</a>. Please combine the PDF copies of your Personal Data Sheet and Work Experience Sheet into a single file.</p>
<p>Scanned copy of <b>Certificate of Eligibility/board rating/valid license</b></p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy of previous and current <b>employment certificates</b> with duties and responsibilities, if applicable</p> <p>For multiple documents, please combine the PDF copies of these into a single file</p>
<p>Scanned copy of two (2) recent <b>performance ratings</b> from previous and current employers</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy of <b>relevant training/seminar certificates</b></p> <p>Trainings/seminars acquired during college or those with unavailable certificates shall not be considered.</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy of <b>diploma</b> and <b>transcript of records</b></p> <p>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 **31 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

(Original signed)

**ANGELO S. MACARIO**

Officer in Charge

Human Resource Management Division