



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

Bulletin of Vacant Positions

CONTRACT OF SERVICE

Position Title : **Administrative Officer V (PRIME HRM Lead Focal)**
Status : Contract of Service
Salary Grade : SG 18
Monthly Salary : 43,681
Duration : July 1 to December 31, 2021 (6 months)
Office Assignment : Human Resource Management Division
Reporting to : Chief Administrative Officer, HRMD
Subordinates : None

CSC Qualification Standards

Education : Bachelor's Degree relevant to the job
Work Experience : 2 years relevant work experience
Training : 8 hours relevant training
Eligibility : CS Professional / Second Level Eligibility

NMP-Preferred Qualification

Educations : Master's Degree
Work Experience : 10 years supervisory experience in HR and OD
Training : 120 hours leadership and managerial training
Eligibility : CS Professional / 2nd level eligibility

Duties and Functions

1. Mobilizes the PRIME HRM Assistant Focal,
2. Reviews manuals, process flow and other correspondence drafted by the PRIME HRM Assistant Focal,
3. Coordinates with PRIME HRM Assistant Focal and CBHRS Focal,
4. Ensures completeness and correctness of documents and evidence requirements for PRIME HRM Accreditation,
5. Performs other duties and responsibilities as may be assigned by the immediate supervisor.

Position Title : **Administrative Officer IV (PRIME HRM Assistant Focal)**
Status : Contract of Service
Salary Grade : SG 15
Monthly Salary : 33,575 (SSL 2021)
Duration : July 1 to December 31, 2021 (6 months)
Office Assignment : Human Resource Management Division
Reporting to : Chief Administrative Officer, HRMD
Subordinate(s) : None

CSC Qualification Standards

Education : Bachelor's Degree
Work Experience : 2 years relevant experience
Training : 8 hours relevant training
Eligibility : CS Professional / 2nd level eligibility

NMP-Preferred Qualification

Educations : Bachelor's Degree
Work Experience : 2 years relevant experience in HR and OD
Training : 8 hours relevant training
Eligibility : CS Professional / 2nd level eligibility (preferred but not required)

Duties and Functions

1. Serves as the Focal Person for the PRIME HRM Project of the Human Resource Management Division
2. Collates evidence requirements pertaining to the required documents of the PRIME HRM Level I and II
3. Records and files of evidence requirements both hard copy and soft copy for the attainment of PRIME HRM Level I and II
4. Drafts correspondence, memorandum, office order, office policy and the likes pertaining to PRIME HRM Accreditation
5. Coordinates and liaise with other divisions, stakeholders and other key personnel on PRIME HRM requirements
6. Creates and Review manuals, process flow, competency dictionary and action plans pertaining to PRIME HRM
7. Acts as secretariat for PRIME project
8. Does other work assigned by the supervisor

Position Title : **Administrative Officer IV (CBHRS Focal)**
Status : Contract of Service
Salary Grade : SG 15
Monthly Salary : 33,575 (SSL 2021)
Duration : July 1 to December 31, 2021 (6 months)
Office Assignment : Human Resource Management Division
Reporting to : Chief Administrative Officer, HRMD
Subordinate(s) : None

CSC Qualification Standards

Education : Bachelor's Degree
Work Experience : 2 years relevant experience
Training : 8 hours relevant training
Eligibility : CS Professional / 2nd level eligibility

NMP-Preferred Qualification

Educations : Bachelor's Degree
Work Experience : 2 years relevant experience in HR and OD
Training : 8 hours relevant training
Eligibility : CS Professional / 2nd level eligibility (preferred but not required)

Duties and Functions

1. Serves as the Focal Person for the Competency Based Human Resource System (CBHRS) Project of the Human Resource Management Division
2. Drafts correspondence, memorandum, office order, office policy and the likes pertaining to CBHRS
3. Coordinates and liaises with other divisions, stakeholders and other key personnel on CBHRS requirements
4. Creates and Review manuals, process flow, competency dictionary and action plans pertaining to CBHRS.
5. Acts as secretariat for CBHRS project
6. Does other work assigned by the supervisor.

Interested applicants must submit the following via online to **NMPRecruitment2021@gmail.com**, with the subject line **Position, Division – Surname, First Name, Middle Initial**:

Application letter addressed to the Deputy Director General for Administration, indicating the position applied for, and name of the division plus updated **résumé/CV**

ATTY. MA. ROSENNE M. FLORES-AVILA
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.

Duly Notarized and Properly accomplished CS Form No. 212, Revised 2017 or **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 bit.ly/NMPRecruitment2021_Forms. Please combine the PDF copies of your Personal Data Sheet and Work Experience Sheet into a single file.

Scanned copy of **Certificate of Eligibility/board rating/valid license**

For multiple documents, please combine the PDF copies of these into a single file.

Scanned copy 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

Scanned copy 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.

Scanned copy of **diploma** and **transcript of records**

For multiple documents, please combine the PDF copies of these into a single file.

Applicants must meet the required qualifications and must submit the application on or before **30 June 2021, EXTENDED UNTIL JULY 2, 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)

ZENDY MAE B. GARCIA-BUDHI

Chief Administrative Officer

Human Resource Management Division

National Museum of the Philippines