



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 Archaeology Division
Position Title Museum Curator I
No of Vacant Position One (1)
Item No/s. NMB-MUSC1-59-2016
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 No. 10 s. 2013 - Cat II)
Experience 3 years of relevant experience
Training 16 hours of relevant training

Percentage	Duties and Responsibilities
	Assists in planning, organizes, directs and supervises the conduct of systematic research in the field of archaeology and prehistory;
	Assists in planning direction and supervision in the conduct of applied researches in the field of archaeology and prehistory;
	Assists in the establishment/maintenance of archaeological and prehistoric reference material collection;
	Assists in the publication of results of systematic and applied researches;
	Assists in the initiation of linkages, monitoring and collaboration of researches activities with local/international research and academic institution;
	Assist in the conduct of trainings of Researchers in the various aspects of the discipline;
	Assists in the organization meetings, symposia, seminars and workshops on the discipline;
	Assists in the providing technical assistance or data regarding

	exhibitions of archaeological and prehistoric materials to the Museum Services Division;
	Performs other functions as provided by R.A. 8492;
	Does related work.
100%	TOTAL

Office Assignment Regional Administrative and Operations Division
Position Title Supervising Administrative Officer
No of Vacant Position One (1)
Item No/s. NMB-SADOF-25-2016
Salary Grade 22 (PHP 68,415)
Place of Assignment Regional Administrative Operations Division - Cordillera Regional Museum and Satellite Office (Kiangan, Ifugao)

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Supervises all NM personnel in the Area Museum in the performance of their respective functions including assigned tasks;
	Supervises contractual and non-organic personnel working in the Area Museum i.e. janitor(s), security guards unless, in case of a letter, a security officer has been designated;
	Prepares the proposed budget/projects, programs, plans of activities and Annual Supplemental Procurement Program of the Office and the implementation and monitoring of the same;
	Examines, evaluates, reviews all documents prior to signing the same and forwarding them to the Regional Administration and Operations Division (RAOD);
	Acts as Disbursing/ Collecting Officer of the Office;
	Proposes appropriate policies and appropriate actions to RAOD concerning the Office procedures, processes, actions, issues and concern of the Office;
	Ensures that buildings, premises and collections are well maintained and taken care of;
	Implements Office, CSC, COA and other laws, policies, rules and

	regulation, other government agencies in so far as operations of the Area Museum is concerned, and conduct inquiry report appropriate actions to the RAOD / Central Office; and
	Does other related supervisory works.
100%	TOTAL

Office Assignment Regional Administrative and Operations Division
Position Title Administrative Officer V
No of Vacant Position One (1)
Item No/s. NMB-ADOF5-25-2016
Salary Grade 18 (PHP 43,681)
Place of Assignment Regional Administrative Operations Division,
Batanes Area Museum and Satellite Office
(Uyugan, Batanes)

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Assist in the supervision of all NM personnel in the Area Museum in the performance of their respective functions including assigned tasks;
	Assist in the supervision of contractual(s) and non-organic personnel working in the Area Museum i.e. janitor(s), security guards unless, in case of a letter, a security officer has been designated;
	Assist in the preparation of the proposed budget/projects, programs, plans of activities and Annual/Supplemental Procurement Program of the Office (PPMP) and the implementation and monitoring of the same;
	Assist in the examination, evaluation, review of all documents prior to signing the same and forwarding them to the Regional Administration and Operations Division (RAOD);
	Acts as Disbursing/Collecting Officer of the Office;
	Drafts appropriate policies and appropriate actions to RAOD concerning the Office procedures process actions, issues, and concerns of the Office;
	Inspect buildings, premises, and collections and see to it that they are well maintained and taken cared of;

	Assist in the implementation of Office, CSC, COA, and other laws, policies, rules and regulations, other government agencies in so far as operations of the Area Museum is concerned, and conduct inquiry and report appropriate actions to the RAOD/Central Office;
	Does other related or assigned tasks.
100%	TOTAL

Office Assignment Regional Administrative and Operations Division
Position Title Administrative Officer V
No of Vacant Position One (1)
Item No/s. NMB-ADOF5-26-2016
Salary Grade 18 (PHP 43,681)
Place of Assignment Regional Administrative Operations Division, Marinduque-Romblon Area Museum and Satellite Office (Boac, Marinduque)

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Assist in the supervision of all NM personnel in the Area Museum in the performance of their respective functions including assigned tasks;
	Assist in the supervision of contractual(s) and non-organic personnel working in the Area Museum i.e. janitor(s), security guards unless, in case of a letter, a security officer has been designated;
	Assist in the preparation of the proposed budget/projects, programs, plans of activities and Annual/Supplemental Procurement Program of the Office (PPMP) and the implementation and monitoring of the same;
	Assist in the examination, evaluation, review of all documents prior to signing the same and forwarding them to the Regional Administration and Operations Division (RAOD);
	Acts as Disbursing/Collecting Officer of the Office;
	Drafts appropriate policies and appropriate actions to RAOD concerning the Office procedures process actions, issues, and concerns of the Office;
	Inspect buildings, premises, and collections and see to it that they are

	well maintained and taken cared of;
	Assist in the implementation of Office, CSC, COA, and other laws, policies, rules and regulations, other government agencies in so far as operations of the Area Museum is concerned, and conduct inquiry and report appropriate actions to the RAOD/Central Office;
	Does other related or assigned tasks.
100%	TOTAL

Office Assignment Regional Administrative and Operations Division
Position Title Administrative Officer V
No of Vacant Position One (1)
Item No/s. NMB-ADOF5-27-2016
Salary Grade 18 (PHP 43,681)
Place of Assignment Regional Administrative Operations Division - Tabon Caves Area Museum and Satellite Office (Quezon, Palawan)

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Assist in the supervision of all NM personnel in the Area Museum in the performance of their respective functions including assigned tasks;
	Assist in the supervision of contractual(s) and non-organic personnel working in the Area Museum i.e. janitor(s), security guards unless, in case of a letter, a security officer has been designated;
	Assist in the preparation of the proposed budget/projects, programs, plans of activities and Annual/Supplemental Procurement Program of the Office (PPMP) and the implementation and monitoring of the same;
	Assist in the examination, evaluation, review of all documents prior to signing the same and forwarding them to the Regional Administration and Operations Division (RAOD);
	Acts as Disbursing/Collecting Officer of the Office;
	Drafts appropriate policies and appropriate actions to RAOD concerning the Office procedures process actions, issues, and concerns of the Office;

	Inspect buildings, premises, and collections and see to it that they are well maintained and taken cared of;
	Assist in the implementation of Office, CSC, COA, and other laws, policies, rules and regulations, other government agencies in so far as operations of the Area Museum is concerned, and conduct inquiry and report appropriate actions to the RAOD/Central Office;
	Does other related or assigned tasks.
100%	TOTAL

Office Assignment Regional Administrative and Operations Division
Position Title Administrative Officer V
No of Vacant Position One (1)
Item No/s. NMB-ADOF5-29-2016
Salary Grade 18 (PHP 43,681)
Place of Assignment Regional Administrative Operations Division - Sulu Archipelago Area Museum and Satellite Office (Jolo, Sulu)

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Assist in the supervision of all NM personnel in the Area Museum in the performance of their respective functions including assigned tasks;
	Assist in the supervision of contractual(s) and non-organic personnel working in the Area Museum i.e. janitor(s), security guards unless, in case of a letter, a security officer has been designated;
	Assist in the preparation of the proposed budget/projects, programs, plans of activities and Annual/Supplemental Procurement Program of the Office (PPMP) and the implementation and monitoring of the same;
	Assist in the examination, evaluation, review of all documents prior to signing the same and forwarding them to the Regional Administration and Operations Division (RAOD);
	Acts as Disbursing/Collecting Officer of the Office;
	Drafts appropriate policies and appropriate actions to RAOD concerning the Office procedures process actions, issues, and concerns of the Office;

	Inspect buildings, premises, and collections and see to it that they are well maintained and taken cared of;
	Assist in the implementation of Office, CSC, COA, and other laws, policies, rules and regulations, other government agencies in so far as operations of the Area Museum is concerned, and conduct inquiry and report appropriate actions to the RAOD/Central Office;
	Does other related or assigned tasks.
100%	TOTAL

Office Assignment Office of the Director
Position Title Administrative Officer V
No of Vacant Position One (1)
Item No/s. NMB-ADOF5-2-2016
Salary Grade 18 (PHP 43,681)
Place of Assignment Manila

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Develops and executes and adequate and integral communication plan for internal and external communication;
	Coordinates and facilitates ongoing internal and external PR and communication activities;
	Evaluates, creates and/or updates communication materials
	Develop and disseminate public relations materials that increase the agency's visibility among stakeholders
	Prepared the proposed budget/projects, programs plans of activities and Annual Supplemental Procurement Program of the Office and the implementation and monitoring of the same;
	Provides information alerts and responds to inquiries received through a range of communication channels including website, telephone and SMS
	Prepares memos, communications, correspondences; and
	Does other related functions as may be assigned.

100%	TOTAL
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Office Assignment Regional Administrative and Operations Division
Position Title Information Officer II
No of Vacant Position One (1)
Item No/s. NMB-INFO2-20-2016
Salary Grade 15 (PHP 33,575)
Place of Assignment Regional Administrative Operations Division,
Batanes Area Museum and Satellite Office
(Uyugan, Batanes)

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Assist the Administrative Officer in planning, implementing, and coordinating an integrated promotional program to promote the National Museum;
	Write news and photo releases submitted to media (newspaper, radio, television) about museum programs, projects, and activities;
	Write feature articles for publication in the museum newsletters and other museum cultural magazines;
	Write exhibition texts, captions, and labels in layman's language both Filipino and English to Filipino and vice versa; and
	Does related works.
100%	TOTAL

Office Assignment Regional Administrative and Operations Division
Position Title Information Officer II
No of Vacant Position One (1)
Item No/s. NMB-INFO2-21-2016
Salary Grade 15 (PHP 33,575)
Place of Assignment Regional Administrative Operations Division,
Marinduque-Romblon Area Museum and Satellite Office
(Boac, Marinduque)

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Assist the Administrative Officer in planning, implementing, and coordinating an integrated promotional program to promote the National Museum;
	Write news and photo releases submitted to media (newspaper, radio, television) about museum programs, projects, and activities;
	Write feature articles for publication in the museum newsletters and other museum cultural magazines;
	Write exhibition texts, captions, and labels in layman's language both Filipino and English to Filipino and vice versa; and
	Does related works.
100%	TOTAL

Office Assignment Regional Administrative and Operations Division
Position Title Information Officer II
No of Vacant Position One (1)
Item No/s. NMB-INFO2-24-2016
Salary Grade 15 (PHP 33,575)
Place of Assignment Regional Administrative Operations Division - Sulu Archipelago Area Museum and Satellite Office (Jolo, Sulu)

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Assist the Administrative Officer in planning, implementing, and coordinating an integrated promotional program to promote the National Museum;
	Write news and photo releases submitted to media (newspaper, radio, television) about museum programs, projects, and activities;
	Write feature articles for publication in the museum newsletters and other museum cultural magazines;
	Write exhibition texts, captions, and labels in layman's language both Filipino and English to Filipino and vice versa; and
	Does related works.

100%	TOTAL
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Office Assignment Central Museum Visitor Operations Division
Position Title Administrative Assistant II
No of Vacant Position Six (6)
Item No/s. NMB-ADAS2-31-2016
NMB-ADAS2-35-2016
NMB-ADAS2-27-2016
NMB-ADAS2-28-2016
NMB-ADAS2-30-2016
NMB-ADAS2-32-2016
Salary Grade 8 (PHP 18,251)
Place of Assignment Manila

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Coordinates with other divisions on lectures, workshops and other museum events that need assistance in frontline services;
	Manages the sections social media accounts and regularly posts information on shows and other events and exhibits of the central complex;
	Attends phone, walk-in, and social media inquiries on museum operations and other museum services;
	Welcomes and registers visitors at the main reception desk
	Ushers visitors to galleries and/or museum guide
	Distributes museum brochures, information materials, and feedback forms;
	Assist in collating visitor feedback forms;
	Collates and maintains records and statistics of visitors on the Agency's central complex
	Assist in receiving and providing special guiding services to VIP guests;
	Assist in giving gallery talks to visitors of the Agency's central complex

	Assist in handling shows;
	Prepares financial and administrative reports and other documents;
	Assist in preparations and conduct of guide/docents programs of the Agency's Central Complex
	Participates in local and international seminars, trainings, lectures, etc relevant to museum visitor operations; and
	Does related works.
100%	TOTAL

Office Assignment Museum Services Division
Position Title Administrative Assistant II
No of Vacant Position One (1)
Item No/s. NMB-ADAS2-23-2016
Salary Grade 8 (PHP 18,251)
Place of Assignment Manila

CSC Qualification Standards

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

Percentage	Duties and Responsibilities
	Takes charge of in-coming and out-going records and files;
	Answer telephone calls;
	Assists in coordinating and implementing public museum services;
	Takes charge of the procurement of the office supplies, materials, and equipment and its distribution to Division personnel
	Proofreads Division's reports and other written documents;
	Participates in local and international trainings;
	Does other related work.
100%	TOTAL

Office Assignment Regional Administrative and Operations Division
Position Title Engineering Aide

No of Vacant Position One (1)
Item No/s. NMB-ENGA-42-2016
Salary Grade 4 (PHP 14,400)
Place of Assignment Regional Administrative Operations Division –
 Bicol Regional Museum and Satellite Office
 (Cagsawa, Daraga, Albay)

CSC Qualification Standards

Education High School Graduate or Completion of relevant vocational/trade course
Eligibility None required (MC No. 10 s. 2013 - Cat III)
Experience None required
Training None required

Percentage	Duties and Responsibilities
	Assists in the maintenance/repair of the RAOD's facilities, buildings, offices, etc.;
	Maintains in the cleanliness and sanitation of Museum Offices/premises;
	Assists in the consultation and maintenance of National collections;
	Assists in the administrative functions such as messengerial, purchasing of same, payment of bills, records management and IT functions;
	Assists in NM field workers in the conduct/implementation of Museum projects/activities; and
	Does other related assigned works.
100%	TOTAL

Office Assignment Regional Administrative and Operations Division
Position Title Engineering Aide
No of Vacant Position One (1)
Item No/s. NMB-ENGA-8-2015
Salary Grade 4 (PHP 14,400)
Place of Assignment Regional Administrative Operations Division, Western Visayas Regional Museum and Satellite Office (Ilo-ilo City)

CSC Qualification Standards

Education High School Graduate or Completion of relevant vocational/trade course
Eligibility None required (MC No. 10 s. 2013 - Cat III)
Experience None required
Training None required

Percentage	Duties and Responsibilities
	Assists in the maintenance/repair of the RAOD's facilities, buildings, offices, etc.;
	Maintains in the cleanliness and sanitation of Museum Offices/premises;
	Assists in the consultation and maintenance of National collections;
	Assists in the administrative functions such as messengerial, purchasing of same, payment of bills, records management and IT functions;
	Assists in NM field workers in the conduct/implementation of Museum projects/activities; and
	Does other related assigned works.
100%	TOTAL

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>Application letter addressed to the Deputy Director General for Administration, indicating the position applied for, item number, and name of the division.</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, Personal Data Sheet (PDS) and Work Experience Sheet (WES) 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>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>Scanned copy of Certificate of Eligibility/board rating/valid license</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy of previous and current employment certificates 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 performance ratings 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 relevant training/seminar certificates</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 diploma and transcript of records</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 **August 8, 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

Noted by:

(Original signed)

DR. ANA MARIA THERESA P. LABRADOR

Deputy Director General for Museums

(Original signed)

ATTY. MA ROSENNE M. FLORES-AVILA

Deputy Director General for Administration