



**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>	Research, Collection and Conservation Management Division
<b>Position Title</b>	Chief Administrative Officer
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-CADOF-17-2016
<b>Salary Grade</b>	24 (PHP 86,742)
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

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

<b>Duties and Responsibilities</b>
Ensure the smooth operation of all sections under the RCCMD;
Align work outputs and processes to the division directions and priorities and ensure conformance to internal and external policies that are applicable to the division;
Recommend approval of Division's administrative and financial documentary requirements including Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP), Division Performance Commitment & Review (DPCR);
Recommend approval of the Divisions' policies, guidelines and project proposals on preservation and conservation of museum collections, including those on laboratory safety standards and collection management systems;
Implements organizational programs and projects, policies and guidelines and recommend solutions to address implementation problems;
Provide technical assistance in the areas of management, preservation and conservation of cultural collections;
Establish coordination with various divisions and offices at NMP and initiates cooperation with various institutions relating to the programs of the museums;
Oversees general implementation of research, collections and conservation management systems;
Oversee overall performance of the staff and of the division;

Organize, facilitate and participate in various meetings including among others, technical meetings, planning sessions, staff meetings etc.;
Perform other tasks and functions as may be assigned.

<b>Office Assignment</b>	Exhibition, Editorial, and Media Production Services Division
<b>Position Title</b>	Chief Administrative Officer
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-CADOF-18-2016
<b>Salary Grade</b>	24 (PHP 86,742)
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

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

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

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

*CSC Qualification Standards*

<b>Education</b>	Bachelor of Laws
<b>Eligibility</b>	RA 1080 (Bar)
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training

Duties and Responsibilities
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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;
Provides legal opinion to the Director General regarding conflicts pertaining to any scientific and technological program implemented or to be implemented by the agency;
Maintains linkages with local and international research institution regarding legal matters;
Provides legal assistance to all scientific and administrative personnel;
Does other related works.

<b>Office Assignment</b>	Office of the Director-General
<b>Position Title</b>	Board Secretary IV
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-BS4-7-2021
<b>Salary Grade</b>	22
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

<b>Education</b>	Bachelor's degree
<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

<b>Duties and Responsibilities</b>
Acts as head/superior of the Secretariat;
Secures/collates documents and data/information required by the Board; finalize agenda and minutes of the meeting for Board approval;
Prepare and submits drafts of resolution to implement Board decisions and directs the dissemination of approved resolution to offices, officials, and parties as approved by the Chairperson of the Board;
Coordinates with the private and public sector on all matters and business and activities involving the Board as directed and approved by the Chairperson of the Board;
Recommends to the Board budgetary and other proposals for identified projects;
Prepares and submits the annual and other required reports to the Board;
Ensures the integrity, proper custody, and record management of all documents and records of proceedings of the Board;
Ensures the timely payment of honoraria and other related allowances of the Trustees;
Performs other functions as may be assigned.

<b>Office Assignment</b>	Regional Administration and Operations Division
<b>Position Title</b>	Administrative Officer IV

**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADOF4-22-2016  
**Salary Grade** 15 (PHP 33,575)  
**Place of Assignment** Regional Administrative Operations Division - Kabayan Burial Caves Site Museum and Satellite Office (Kabayan, Benguet)

*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

<b>Duties and Responsibilities</b>
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.

**Office Assignment** Regional Administrative and Operations Division  
**Position Title** Administrative Officer IV  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADOF4-21-2016  
**Salary Grade** 15 (PHP 33,575)  
**Place of Assignment** Regional Administrative Operations Division - Cagayan Valley Regional Museum and Satellite Office (Penablanca, Cagayan)

*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 relevant training

<b>Duties and Responsibilities</b>
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.

<b>Office Assignment</b>	Office of the Director-General
<b>Position Title</b>	Administrative Officer IV
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADOF4-4-2016
<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 years of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Serves as external communication liaison;
Assist in coordination with concerned stakeholders in government, industry for Museum related activities;
Develops protocol for communications for both internal and external affairs;
Drafts memos, communications, correspondence;
Prepares the required administrative and financial documents related to the work, financial;

Assist in providing information alerts and responds to inquiries received through a range of communication channels including website, telephone, email and SMS; and
Do other duties as may be assigned.

<b>Office Assignment</b>	General Administrative Services Division
<b>Position Title</b>	Administrative Officer IV
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADOF4-5-2016
<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

<b>Duties and Responsibilities</b>
Preparation of inventory report of property for booking;
Ensures that NM properties, including motor vehicles, are properly ensured with the GSIS and maintains record of documents related to insurance of properties;
Responsible in the inventory of the NM properties, including loaned properties, and maintains record of all accountable properties;
Draft policy guidance on the storage of properties and proper disposal of unserviceable property in accordance with government prescribed standards;
Inspects items/properties to be taken out from the building;
Ensures that system of control and accountability of property assigned to personnel be implemented;
Prepares waste material report, inventory report and accountability receipts;
Assists in ensuring that physical inventories of properties are completed, records are reconciled, and discrepancies are investigated and resolved;
Reviews and submits report of lost, damaged, or destroyed property and determine whether adequate controls and precautions were exercised;
Ensures that property is fully utilized, safeguarded from misuse or theft, and that unneeded property is promptly reported for reutilization, redistribution, or disposal;
Ensures that property identification numbers are affixed to the accountable property;
Attend to COA issues; and
Does other related work.

<b>Office Assignment</b>	Museum Services Division
<b>Position Title</b>	Librarian III
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-LIB3-9-2016
<b>Salary Grade</b>	15 (PHP 33,575)

**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science

**Eligibility** RA 1080 (Librarian)

**Experience** 2 years of relevant experience

**Training** 8 hours of relevant training

<b>Duties and Responsibilities</b>
Supervises maintenance of library and archives collections;
Prepares related public and educational program proposals, and implements them upon approval;
Ensures an effective and efficient access by the public to the section's collections and services;
Establishes the library archives collections management policies and procedures;
Maintains updated master list of collections;
Prepares detailed report about activities of the section;
Participates in local and international trainings;
Does other related work.

**Office Assignment** Museum Services Division

**Position Title** Administrative Officer I

**No of Vacant Position** One (1)

**Item No/s.** NMB-ADOF1-27-2016

**Salary Grade** 10 (PHP 21, 205)

**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Bachelor's degree relevant to the job

**Eligibility** Career Service Professional/Second Level Eligibility

**Experience** None required

**Training** None required

<b>Duties and Responsibilities</b>
Facilitates the Agency's public programs and events;
Conducts evaluation study on the effectiveness of the Agency's public program and events;
Documents implementation of public program and events;
Assists in coordinating logistical requirements of proponents of public program and events;
Participates in local and international training; and
Does other work related.

**Office Assignment** Museum Services Division  
**Position Title** Administrative Officer I  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADOF1-28-2016  
**Salary Grade** 10 (PHP 21, 205)  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Bachelor's degree relevant to the job  
**Eligibility** Career Service Professional/Second Level Eligibility  
**Experience** None required  
**Training** None required

<b>Duties and Responsibilities</b>
Facilitates the Agency's public programs and events;
Conducts evaluation study on the effectiveness of the Agency's public program and events;
Documents implementation of public program and events;
Assists in coordinating logistical requirements of proponents of public program and events;
Participates in local and international training; and
Does other work related.

**Office Assignment** Central Museum Visitor Operations Division  
**Position Title** Museum Guide  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-MUSG-71-2007  
**Salary Grade** 9 (PHP 19,552)  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Completion of two-years studies in college  
**Eligibility** Career Service Sub-Professional/First Level Eligibility  
**Experience** 1 year of relevant experience  
**Training** 4 hours of relevant training

<b>Duties and Responsibilities</b>
Gives lectures and gallery talks on specific themes of museum exhibitions and general information about the museum and explains the significance of museum objects on exhibits;
Conducts additional researches to update on recent studies on specific themes of museum exhibitions and topics for the preparation of tour scripts, lectures, and audio-visual shows;
Guide the visitors to the museum exhibitions, lectures, demonstrations, film shows, and other educational service;
Assists in monitoring exhibit items and protecting them from defacement, vandalism, or theft;



Helps in monitoring and coordinating with maintenance personnel in keeping exhibition galleries clean, orderly, and presentable;
Keeps-up-to-date records and statistics on museum visitors;
Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests;
Participates and assists in the guides and docent programs of the Agency's central complex;
Attends to public inquiries and requests for museum services;
Participates in local and international seminar, trainings, lectures, etc., relevant to museum visitor operations;
Helps in addressing and distributing educational and promotional materials;
Monitors status and conditions of exhibit items and reports specimen requiring conservation activities;
Does related work.

<b>Office Assignment</b>	Central Museum Visitor Operations Division
<b>Position Title</b>	Museum Guide
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUSG-73-2007
<b>Salary Grade</b>	9 (PHP 19,552)
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

<b>Education</b>	Completion of two-years studies in college
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Gives lectures and gallery talks on specific themes of museum exhibitions and general information about the museum and explains the significance of museum objects on exhibits;
Conducts additional researches to update on recent studies on specific themes of museum exhibitions and topics for the preparation of tour scripts, lectures, and audio-visual shows;
Guide the visitors to the museum exhibitions, lectures, demonstrations, film shows, and other educational service;
Assists in monitoring exhibit items and protecting them from defacement, vandalism, or theft;
Helps in monitoring and coordinating with maintenance personnel in keeping exhibition galleries clean, orderly, and presentable;
Keeps-up-to-date records and statistics on museum visitors;
Assists in receiving guests during formal openings of the exhibitions and other special

events and provides special guiding services for VIP guests;
Participates and assists in the guides and docent programs of the Agency's central complex;
Attends to public inquiries and requests for museum services;
Participates in local and international seminar, trainings, lectures, etc., relevant to museum visitor operations;
Helps in addressing and distributing educational and promotional materials;
Monitors status and conditions of exhibit items and reports specimen requiring conservation activities;
Does related work.

<b>Office Assignment</b>	Regional Administrative and Operations Division
<b>Position Title</b>	Museum Guide
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUSG-43-2016
<b>Salary Grade</b>	9 (PHP 19,552)
<b>Place of Assignment</b>	Regional Administrative Operations Division - Tabon Caves Area Museum and Satellite Office (Quezon, Palawan)

*CSC Qualification Standards*

<b>Education</b>	Completion of two-years studies in college
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Gives lectures and gallery talks on specific themes of museum exhibitions and general information about the museum and explains the significance of museum objects on exhibits;
Conducts additional researches to update on recent studies on specific themes of museum exhibitions and topics for the preparation of tour scripts, lectures, and audio-visual shows;
Guide the visitors to the museum exhibitions, lectures, demonstrations, film shows, and other educational service;
Assists in monitoring exhibit items and protecting them from defacement, vandalism, or theft;
Helps in monitoring and coordinating with maintenance personnel in keeping exhibition galleries clean, orderly, and presentable;
Keeps-up-to-date records and statistics on museum visitors;
Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests;
Participates and assists in the guides and docent programs of the Agency's central complex;

Attends to public inquiries and requests for museum services;
Participates in local and international seminar, trainings, lectures, etc., relevant to museum visitor operations;
Helps in addressing and distributing educational and promotional materials;
Monitors status and conditions of exhibit items and reports specimen requiring conservation activities;
Does related work.

<b>Office Assignment</b>	Regional Administrative and Operations Division
<b>Position Title</b>	Museum Guide
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUSG-76-2007
<b>Salary Grade</b>	9 (PHP 19,552)
<b>Place of Assignment</b>	Regional Administrative Operations Division - Tabon Caves Area Museum and Satellite Office (Quezon, Palawan)

*CSC Qualification Standards*

<b>Education</b>	Completion of two-years studies in college
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Gives lectures and gallery talks on specific themes of museum exhibitions and general information about the museum and explains the significance of museum objects on exhibits;
Conducts additional researches to update on recent studies on specific themes of museum exhibitions and topics for the preparation of tour scripts, lectures, and audio-visual shows;
Guide the visitors to the museum exhibitions, lectures, demonstrations, film shows, and other educational service;
Assists in monitoring exhibit items and protecting them from defacement, vandalism, or theft;
Helps in monitoring and coordinating with maintenance personnel in keeping exhibition galleries clean, orderly, and presentable;
Keeps-up-to-date records and statistics on museum visitors;
Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests;
Participates and assists in the guides and docent programs of the Agency's central complex;
Attends to public inquiries and requests for museum services;
Participates in local and international seminar, trainings, lectures, etc., relevant to museum visitor operations;

Helps in addressing and distributing educational and promotional materials;
Monitors status and conditions of exhibit items and reports specimen requiring conservation activities;
Does related work.

**Office Assignment** Office of the Director-General  
**Position Title** Administrative Assistant III  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADAS3-4-2016  
**Salary Grade** 9 (PHP 19,552)  
**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

<b>Duties and Responsibilities</b>
Assist in preparation of various administrative documents;
Assist in the preparation of OPCR/IPCR of the division / monthly, quarterly, and annually report of the division;
Takes charge in the records management of the Office;
Prepares memorandum, office orders, letters and correspondence;
Takes charge in receiving, recording, routing monitoring and releasing of documents and communications to and from the Office; and
Does other related assigned works.

**Office Assignment** Museum Services Division  
**Position Title** Administrative Assistant III  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADAS3-9-2016  
**Salary Grade** 9 (PHP 19,552)  
**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

<b>Duties and Responsibilities</b>
Assist in monitoring volunteers and their assigned tasks;
Assist in preparing targets and work schedules for volunteers;
Maintains documents including monitoring and evaluation forms of volunteers;

Assist in the preparation of section's reports;
Participate in local and international trainings; and
Does other related work.

<b>Office Assignment</b>	Regional Administration Operations Division
<b>Position Title</b>	Administrative Assistant III
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADAS3-17-2016
<b>Salary Grade</b>	9 (PHP 19,552)
<b>Place of Assignment</b>	Regional Administrative Operations Division - Tabon Caves Area Museum and Satellite Office (Quezon, Palawan)

*CSC Qualification Standards*

<b>Education</b>	***Completion of two-year 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 of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Takes charge in the records management of the Office;
Assists in the preparation of documents and other communications of the Office;
Takes charge in receiving, recording, routing monitoring, and releasing of documents and communications to and from the Office;
Attends to visitor concerns, answers minor queries and other public services; and
Does other related assigned works.

<b>Office Assignment</b>	Regional Administration Operations Division
<b>Position Title</b>	Administrative Assistant III
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADAS3-18-2016
<b>Salary Grade</b>	9 (PHP 19,552)
<b>Place of Assignment</b>	Regional Administrative Operations Division - Sulu Archipelago Area Museum and Satellite Office (Jolo, Sulu)

*CSC Qualification Standards*

<b>Education</b>	***Completion of two-year 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 of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Takes charge in the records management of the Office;
Assists in the preparation of documents and other communications of the Office;
Takes charge in receiving, recording, routing monitoring, and releasing of documents and communications to and from the Office;
Attends to visitor concerns, answers minor queries and other public services; and

Does other related assigned works.

**Office Assignment** Regional Administration Operations Division  
**Position Title** Administrative Assistant III  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADAS3-11-2016  
**Salary Grade** 9 (PHP 19,552)  
**Place of Assignment** Regional Administrative Operations Division - Cagayan Valley Regional Museum and Satellite Office (Penablanca, Cagayan)

*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

**Duties and Responsibilities**

Takes charge in the records management of the Office;  
Assists in the preparation of documents and other communications of the Office;  
Takes charge in receiving, recording, routing monitoring, and releasing of documents and communications to and from the Office;  
Attends to visitor concerns, answers minor queries and other public services; and  
Does other related assigned works.

**Office Assignment** Regional Administration Operations Division  
**Position Title** Administrative Assistant III  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADAS3-13-2016  
**Salary Grade** 9 (PHP 19,552)  
**Place of Assignment** Regional Administrative Operations Division - Bicol Regional Museum and Satellite Office (Cagsawa, Daraga, Albay)

*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

**Duties and Responsibilities**

Takes charge in the records management of the Office;  
Assists in the preparation of documents and other communications of the Office;  
Takes charge in receiving, recording, routing monitoring, and releasing of documents and communications to and from the Office;  
Attends to visitor concerns, answers minor queries and other public services; and  
Does other related assigned works.

Interested applicants must submit the following via online to [nphrmbsb2021@gmail.com](mailto:nphrmbsb2021@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.</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 <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 **applications from August 23, 2021 to September 6 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