



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	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.

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**:

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**

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.

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 two (2) recent performance ratings from previous and current employers

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 qualification standards and submit on or before **August 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



ZENDY MAE B. GARCIA-BUDHI
Chief Administrative Officer, HRMD