



**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** Museum Services Division  
**Position Title** Librarian III  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-LIB3-9-2016  
**Salary Grade** 18 (PHP 43,681)  
**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** Central Museum Visitor Operations Division  
**Position Title** Administrative Assistant II  
**No of Vacant Position** Three (3)  
**Item No/s.** 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

<b>Duties and Responsibilities</b>
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 guest;
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.
<b>TOTAL</b>

**Office Assignment** Financial Services Division  
**Position Title** Administrative Assistant II (Cash Clerk III)  
**No of Vacant Position** Two (2)  
**Item No/s.** NMB-ADAS2-11-2016 and NMB-ADAS2-12-2016  
**Salary Grade** 8 (Php 18,251)  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Completion of two year studies in college  
**Eligibility** Career Service Sub-Professional First Level

**Experience** 1 year of relevant experience  
**Training** 4 hours of relevant training

<b>Duties and Responsibilities</b>
Assists in the receipt and custody of funds;
Assists in payment of salaries;
Assists in verifying posting of cash advance collections and issuance of official receipts;
Receives daily collections and issuance of Official Receipts;
Daily recording of all collections in the cashbook;
Performs a variety of skilled clerical tasks;
Prepares routine office correspondence, endorsement, report and memoranda and types the same for review of her immediate supervisor;
Compiles circulars, memoranda, orders, rules and regulations and other papers and/or documents for reference;
Assist in incoming and outgoing of financial document; and
Performs such other functions and works analogous and inherent to the position.

**Office Assignment** Financial Services Division  
**Position Title** Administrative Assistant II (Bookkeeper)  
**No of Vacant Position** Two (2)  
**Item No/s.** NMB-ADAS2-8-2016 and NMB-ADAS2-9-2016  
**Salary Grade** 8 (Php 18,251)  
**Place of Assignment** Manila

*CSC Qualification Standards*

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

<b>Duties and Responsibilities</b>
Assists in the processing of documents for funding;
Records budgetary documents received by the budget section from different divisions for funding purposes;
Release budgetary documents to the Accounting Section and other official documents to different divisions for compliance;
File official documents such as circulars, memoranda, orders, rules and regulations, and other budgetary documents;
Encode/Update and Maintain database recording of Obligation Request and Status;
Journalize payments to creditors and NM personnel;
Assists in the computation of breakdown for payroll of salaries and other benefits per

P/P/A;
Assists in the computation of reports in allotments, obligations and balances;
Assists in the preparation of Registry of Allotments, Obligations and Disbursements;
Assists in the preparation of Budget Proposals (Original, As Recommended by the President and Budget Briefing Materials);
Assists the different divisions in the evaluation of PPMP in accordance with UACS coding; and
Performs such other functions and works analogous and inherent to the position.

<b>Office Assignment</b>	Office of the Director-General
<b>Position Title</b>	Administrative Assistant II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADAS2-1-2021
<b>Salary Grade</b>	8 (Php 18,251)
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

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

<b>Duties and Responsibilities</b>
Assists in the preparation and encoding of administrative documents;
Assists in records management and proper custody of documents and other materials;
Gathers updated informational materials from concerned divisions for filing or distribution to as may be necessary;
Assists in all events, conferences and other similar activities of the Board of Trustees;
Does other related clerical and administrative work.

Interested applicants must submit the following via online to [nphrmsb2021@gmail.com](mailto:nphrmsb2021@gmail.com), with the subject line **Position Title, Item Number, Office Assignment, Place of Assignment, 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.

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, Personal Data Sheet (PDS) and Work Experience Sheet (WES) 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](http://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**

Training/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 **applications from September 3, 2021 to September 18, 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:

**DR. ANA MARIA THERESA P. LABRADOR**  
Deputy Director General for Museums

(Original signed)

**ATTY. MA ROSENNE M. FLORES-AVILA**  
Deputy Director General for Administration