



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

EXTENSION OF APPLICATION

BULLETIN OF VACANT POSITIONS

In Compliance with RA 7041

1.

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

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.

2.

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

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.

3.

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

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.

4.

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

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.

5.
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

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.

6. 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

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.

7.

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

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 work.

8.

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

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 work.

9.

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

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 work.

10.

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

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.

11.

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

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.

Interested applicants must submit the following via online to nmphrmps2021@gmail.com, with the subject line **Position Title, Item Number, Office Assignment, Place of Assignment, 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>

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 may submit on or before [August 16, 2021 \(Monday\)](#). 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
Human Resource Management Division

Noted by:

DR. ANA MARIA THERESA P. LABRADOR

Deputy Director General for Museums

ATTY. MA ROSENNE M. FLORES-AVILA

Deputy Director General for Administration