



**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** Regional Administrative and Operations Division  
**Position Title** Supervising Administrative Officer  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-SADOF-24-2016  
**Salary Grade** 22 (PHP 68,415)  
**Place of Assignment** RAOD - CENTRAL VISAYAS REGIONAL MUSEUM AND SATELLITE OFFICE (CEBU CITY)

*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

<b>Duties and Responsibilities</b>
Supervises all NMP personnel in the Regional Museum in the performance of their respective functions including assigned tasks;
Supervises contractual and non-organic personnel working in the Regional Museum i.e. janitor(s), security guards unless, in case of a letter, a security officer has been designated;
Prepares the proposed budget/projects, museum projects, monitoring and communication programs to protect and promote museum collections 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 actions, issues, and concerns of the Office;

Ensures that buildings, premises, exhibitions 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.

**Office Assignment** Regional Administrative and Operations Division  
**Position Title** Information Officer III  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-INFO3-24-2016  
**Salary Grade** 18 (PHP 43,681)  
**Place of Assignment** RAOD - CENTRAL VISAYAS REGIONAL MUSEUM AND SATELLITE OFFICE (CEBU CITY)

*CSC Qualification Standards*

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

<b>Duties and Responsibilities</b>
Assist the Administrative Officer in planning, implementing, and coordinating an integrated promotional programs to promote the National Museum of the Philippines (NMP);
Write news and photo releases for the tri-media (print, broadcast and social media) about museum programs, projects, and activities;
Contribute articles for museum features and other relevant publications;
Assists in writing NMP exhibition texts, captions, and labels in accessible English, Filipino and other local languages; and,
Does related work.

**Office Assignment** Regional Administrative and Operations Division  
**Position Title** Administrative Officer V  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADOF5-19-2016  
**Salary Grade** 18 (PHP 43,681)  
**Place of Assignment** RAOD - DUMAGUETE, NEGROS ORIENTAL AREA MUSEUM AND SATELLITE OFFICE

*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>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training

<b>Duties and Responsibilities</b>
Assist in the supervision of all NMP 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 care 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; and,
Does other related or assigned tasks.

<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-ADAS3-19-2016
<b>Salary Grade</b>	9 (PHP 19,593)
<b>Place of Assignment</b>	RAOD - CENTRAL VISAYAS REGIONAL MUSEUM AND SATELLITE OFFICE (CEBU CITY)

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

<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-42-2016
<b>Salary Grade</b>	9 (PHP 19,593)
<b>Place of Assignment</b>	RAOD - DUMAGUETE, NEGROS ORIENTAL AREA MUSEUM AND SATELLITE OFFICE

*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 accessible 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 new information on aspects of museum

exhibitions and topics to prepare tour scripts, lectures, and audio-visual shows;
Guide the visitors to museum exhibitions, lectures, demonstrations, film shows, and other educational services;
Assists in monitoring exhibition 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 provide special guiding services for VIP guests;
Participates and contributes to 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 seminars, training, 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; and,
Does related work.

<b>Office Assignment</b>	Regional Administrative and Operations Division
<b>Position Title</b>	Museum Technician II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUST2-7-2015
<b>Salary Grade</b>	8 (PHP 18,251)
<b>Place of Assignment</b>	RAOD - CENTRAL VISAYAS REGIONAL MUSEUM AND SATELLITE OFFICE (CEBU CITY)

*CSC Qualification Standards*

**Education** Completion of two-years studies in college  
**Eligibility** Museum Technician (MC 10 s. 2013 - CAT II)  
**Experience** 1 year of relevant experience  
**Training** 4 hours of relevant training

<b>Duties and Responsibilities</b>
Assists with the supervision the maintenance of National Collections;
Participates in the activities of NMP/Regional Satellite Office researchers;
Provides technical assistance in exhibition activities;
Looks after the maintenance of storage facilities;
Assists in the NMP collections database and other IT concerns;
Takes charge in procurement of supplies necessary in maintaining National Museum collections; and,
Does other related assigned works.

**Position Title** Museum Technician II  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-MUST2-95-2016  
**Salary Grade** 8 (PHP 18,251)  
**Place of Assignment** RAOD - DUMAGUETE, NEGROS ORIENTAL AREA  
 MUSEUM AND SATELLITE OFFICE

*CSC Qualification Standards*

**Education** Completion of two-years studies in college  
**Eligibility** Museum Technician (MC 10 s. 2013 - CAT II)  
**Experience** 1 year of relevant experience  
**Training** 4 hours of relevant training

<b>Duties and Responsibilities</b>
Assists with the supervision the maintenance of National Collections;
Participates in the activities of NMP/Regional Satellite Office researchers;
Provides technical assistance in exhibition activities;
Looks after the maintenance of storage facilities;
Assists in the National collections database and other IT concerns;

Takes charge in the procurement of supplies necessary in the maintenance of National Collections; and
Does other related assigned works.

**Office Assignment** Regional Administrative and Operations Division  
**Position Title** Engineering Aide  
**No of Vacant Position** Two (2)  
**Item No/s.** NMB-ENGA-31-2016  
NMB-ENGA-32-2016  
**Salary Grade** 4 (PHP 14,400)  
**Place of Assignment** RAOD - CENTRAL VISAYAS REGIONAL MUSEUM AND SATELLITE OFFICE (CEBU 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 the cleanliness and sanitation of Museum offices/premises;
Helps in conservation and maintenance of National Collections;
Maintains the cleanliness and sanitation of Museum offices, facilities and other premises;
Supports NMP researchers during field work to to enable Museum projects/activities; and, and,
Does other related assigned works.

**Office Assignment** Regional Administrative and Operations Division  
**Position Title** Engineering Aide  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ENGA-55-2016  
**Salary Grade** 4 (PHP 14,400)  
**Place of Assignment** RAOD - DUMAGUETE, NEGROS ORIENTAL AREA MUSEUM AND SATELLITE OFFICE

*CSC Qualification Standards*

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

<b>Duties and Responsibilities</b>
Assists in the maintenance/repair of the RAOD's facilities, buildings, offices, etc.;
Maintains the cleanliness and sanitation of Museum offices/premises;
Helps in conservation and maintenance of National Collections;
Maintains the cleanliness and sanitation of Museum offices, facilities and other premises;
Supports NMP researchers during field work to to enable Museum projects/activities; and, and,
Does other related assigned works.

Interested applicants must submit the following online to [recruitment@nationalmuseum.gov.ph](mailto:recruitment@nationalmuseum.gov.ph), 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;"><b>ATTY. MA. ROSENNE M. FLORES-AVILA</b> 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>



For multiple documents, please combine the PDF copies of these into a single file.
Scanned copy of previous and current <b>employment certificates</b> 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 <b>performance ratings</b> from previous and current employers For multiple documents, please combine the PDF copies of these into a single file.
Scanned copy of <b>relevant training/seminar certificates</b> 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 <b>diploma</b> and <b>transcript of records</b> For multiple documents, please combine the PDF copies of these into a single file.

Applicants must meet the qualification standards and submit application from **September 30, 2021 to October 20, 2021**. Incomplete submission of documents will not be entertained and only shortlisted applicants will be notified.

The National Museum of the Philippines highly encourages all interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identities, to apply.

*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