



**PAMBANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

**EXTENSION OF APPLICATION**

**BULLETIN OF VACANT POSITIONS**

In Compliance with RA 7041

**CONTRACT OF SERVICE**

<b>Office Assignment</b>	Human Resource Management Division
<b>Position Title</b>	Nurse
<b>No of Vacant Position</b>	Two (2)
<b>Salary Grade</b>	11 (PHP 23,877.00)
<b>Place of Assignment</b>	Manila
<b>Duration</b>	December 2021 - March 2022

*CSC Qualification Standards*

<b>Education</b>	Bachelor of Science in Nursing
<b>Eligibility</b>	RA 1080 (Nurse)
<b>Experience</b>	None required
<b>Training</b>	None required

<b>Duties and Responsibilities</b>
Works independently in the performance and implementation of first aid and medical assistance to employees and visitors;
Serves as primary and preventive health care service provider;
Performs physical examinations;
Takes vital signs such as temperature, pulse rate, heart rate, and blood pressure;
Treats common minor illnesses and injuries;
Administers medications wound care, and other medical interventions; Observes and monitors patient's condition;

Establishes whether there is a need for a referral to the nearest hospital for further evaluation and management of the patient and recommends if needed;

Maintains medical records of patients;

Submits inventory of supplies and medicines;

Prepares request/s for medicine; and

Suggests activities for employees' wellness programs based on employees' health records.

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**:

**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

Duly notarized and 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.

Please combine the PDF copies of your Personal Data Sheet (PDS) and Work Experience Sheet (WES) 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 on or before **December 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 disabilities (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)

**ATTY. MA ROSENNE M. FLORES-AVILA**

Deputy Director-General for Administration