



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

**National Museum of the Philippines**

**BULLETIN OF VACANT POSITIONS**

In Compliance with RA 7041

<b>Office Assignment</b>	Research, Collection and Conservation Management Division
<b>Position Title</b>	Supervising Administrative Officer
<b>Item No/s.</b>	NMB-SADOF-18-2016
<b>Salary Grade</b>	22 (Php 68,415)
<b>Place of Assignment</b>	Manila

*Qualification Standards*

<b>Education</b>	Bachelor's degree relevant to the job
<b>Eligibility</b>	Career Service Professional/Second Level Eligibility
<b>Experience</b>	3 years of relevant experience
<b>Training</b>	16 hours of relevant training

<b>Duties and Responsibilities</b>
Represents the division whenever the Chief is not available;
In-charge of evaluating/review for recommending approval to the Chief Administrative Officer all transactions, projects, works, activities, proposals, undertakings of the division;
Initiates work/programs for the division;
In-charge and initiates advisory on conservation processes such as procedures, guidelines, material requirements, and other technical requirements for the preservation of specimens and collections;
Propose policies/guidelines on laboratory safety standards including environmental compliance. This includes but not limited to the following: a. Material Safety Data Sheet Manual b. Risk Assessment c. Disposal Manual;
Propose policies on proper specimen collection using the best practices to include the following: a. Materials b. Tools c. Methodologies;
Prepares targets such as budget, PPMP, OPCR/IPCR;
Attends, leads, and is overall in charge of the technical planning within the division, drawing

<p>up the following output but not limited to the following:</p> <ol style="list-style-type: none"> <li>a. Conceptual plans</li> <li>b. System design</li> <li>c. Prioritization;</li> </ol>
<p>Acts as head coordinator to the various divisions of the NM for the three (3) cluster;</p>
<p>Overall supervision on monitoring the targets and accomplishments of the division including the target management of the various divisions of NM;</p>
<p>Overall supervision and delegation in the preparation of documents required for the operation of the division. It includes but not limited to the following:</p> <ol style="list-style-type: none"> <li>a. Proposals, plans, scope of works, specifications, schedule, bill of materials, cost estimates, work and financial plan, and all documents pertinent to R.A. 9184 and other applicable laws</li> <li>b. Administrative works</li> <li>c. Monitoring targets and accomplishments</li> <li>d. Memorandum/communications/etc.</li> <li>e. Minutes of meeting and other administrative requirements</li> <li>f. Conducts and attends meetings</li> <li>g. Issue instructions thru letters/memorandum, etc.</li> <li>h. Other works relative to project implementation and administrations;</li> </ol>
<p>Provide technical assistance within the NM and to other agencies approved by the CAO;</p>
<p>Attends seminars, workshops, trainings, symposium,s and other related activities as approved by the CAO; and</p>
<p>Performs other tasks as may be required from time to time.</p>

Interested applicants must submit the following via 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;">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>Duly notarized and 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>Please combine the PDF copies of your Personal Data Sheet (PDS) and Work Experience Sheet (WES) into a single file.</p>
<p>Scanned copy of <b>Certificate of Eligibility/board rating/valid license</b></p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy of previous and current <b>employment certificates</b> 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 <b>performance ratings</b> from previous and current employers</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy of <b>relevant training/seminar certificates</b></p> <p>Trainings/seminars acquired during college or those with unavailable certificates shall not be considered.</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy of <b>diploma and transcript of records</b></p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>

Applicants must meet the qualification standards and submit **applications from December 15, 2021, to December 26, 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)

**ANNE ROSETTE G. CRELENCIA**

Officer-in-Charge, Deputy Director-General for Museums

(Original signed)

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

Deputy Director-General for Administration