



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	Facilities Management Division
Position Title	Chief Administrative Officer
No of Vacant Position	One (1)
Item No/s.	NMB-CADOF-19-2016
Salary Grade	24 (PHP 86,742)
Place of Assignment	Manila

CSC Qualification Standards

Education	Master's Degree or Certificate in Leadership and Management from the CSC
Eligibility	Career Service Professional/Second Level Eligibility
Experience	4 years of supervisory/management experience
Training	40 hours of supervisory/management learning and development intervention

Duties and Responsibilities

The Chief Administrative Officer (CAO) manages the division including its general operations, in both technical and administrative functions. As such, technical concerns must always be considered in order that all its administrative concerns are anchored in its operational decisions such as budget, schedules, assignments & other incidental functions.

Manages the daily operation of all sections of FMD; As such, the CAO presides over division meetings concerning priorities, targets, assignments, directions, project updates, etc.

Ensure conformance to internal and external policies that are applicable to the division;

Recommend approval of Division's administrative and financial documentary requirements including Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP), Division Performance Commitment & Review (DPCR);

Recommend approval of the Divisions' policies, guidelines, and project proposals on restoration projects covering infrastructure, repair, and preventive maintenance. This includes issues and concerns in the museum operational standard requirements such as but not limited to maintenance of temperature, humidity, safety, security, conservation, structural & other engineering concerns, disaster preparedness, etc.

Manage implementation of projects, policies, and guidelines and recommend solutions to address implementation problems;

Provide technical assistance in the areas of management, preservation, and conservation of cultural properties;

Supervise coordination with various divisions regarding their technical concerns;

Oversee overall performance of the staff and the division including rating them; As such, manage the manpower assignments especially the Section Heads to conform with the division's work targets, outputs, and processes. To lead the division towards its directions and priorities

Organize, facilitate and participate in various meetings including among others, technical meetings, planning sessions, staff meetings, etc.;

Perform other tasks and functions as may be assigned from time to time.

Office Assignment	General Administrative Services Division
Position Title	Administrative Officer I
No of Vacant Position	One (1)
Item No/s.	NMB-ADOF1-17-2016
Salary Grade	10 (PHP 21,205)
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Eligibility	Career Service (Professional) Second Level Eligibility
Experience	None required
Training	None required

Duties and Responsibilities
Under general supervision, does skilled buying work in the acquisition of supplies, materials, and equipment in an office;
Reviews specification for requisition submitted;

Determines actual needs of requisitioners;
Checks requisition and deliveries of supplies, materials, and equipment;
Acts as custodian and is primarily accountable for supplies, materials, equipment, or books and makes periodical inventories thereof;
Distribute/issue/retrieve canvasses of supplies and materials to be purchased;
Undertakes inspections, verifications, and order for supplies and equipment in the office;
Prepares and submits monthly reports for supplies issues;
Checks and participates in the preparation of annual inventory reports;
Does other related work.

Office Assignment	General Administrative Services Division
Position Title	Administrative Aide VI (Mechanic II)
No of Vacant Position	One (1)
Item No/s.	NMB-ADA6-17-2007
Salary Grade	6 (PHP 16,200)
Place of Assignment	Manila

CSC Qualification Standards

Education	High School Graduate or completion of relevant vocational/trade course
Eligibility	Mechanic (MC 10 s, 2013 CAT II)
Experience	None required
Training	None required

Duties and Responsibilities
Performs minor mechanical repairs on equipment of vehicles and motor vehicle preventive maintenance tasks.
Provide diagnostic support, troubleshooting and mechanical repairs on equipment of vehicles;
Assist and support the Transport Support Services Section Head / Lead Mechanics in ensuring transportation services smooth running operations;

Operates automotive service vehicles in transporting personnel, materials and supplies;
Submits reports on fuel and oil consumption and distance traveled;
Submits properly accomplished trip tickets;
Performs such other related duties that may be assigned by the chief of the division; and,
Act as Transport Support Officer-in-Charge in the absence of the Transport Support Services Section Head;
Does related work.

Office Assignment	Museum Services Division
Position Title	Electronics and Communication Equipment Technician II
No of Vacant Position	One (1)
Item No/s.	NMB-ECET2-53-2007
Salary Grade	8 (PHP 18,251)
Place of Assignment	Manila

CSC Qualification Standards

Education	***Completion of two years studies in college or High School Graduate with relevant vocational/trade course
Eligibility	Career Service (Sub-Professional) / First Level Eligibility /
Experience	Electronics Equipment Technician (MC 10 s, 2013 CAT II) 1 year of relevant experience
Training	4 hours of relevant training

Duties and Responsibilities
Takes charge of the general maintenance of all audio-visual electronics and communications equipment of the division;
Operate said equipments in museum events and activities;
Maintains logbook and prepare reports on the use and condition of said equipment;
Assists in the implementation of the division's programs and activities;
Regularly monitors galleries; and
Does other museum work as may be assigned from time to time.

Interested applicants must submit the following via online to 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

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. 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 **November 17, 2021 - November 30, 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