



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

TERMS OF REFERENCE

Position Title : **Administrative Officer I**
No. of Positions : **Two (2)**
Status : Contract of Service
Salary Grade : SG 10
Monthly Salary : Php 22,190 (SSL 2022)
Duration : January 3, 2022 to December 31, 2022 (12 months)
Office Assignment : Human Resource Management Division
Reporting to : Chief Administrative Officer and Supervising Administrative Officer
Subordinate(s) : None

CSC Qualification Standards

Education : Bachelor's Degree relevant to the job
Work Experience : None
Training : None
Eligibility : CS Professional / 2nd level eligibility

NMP-Preferred Qualification

Education : Bachelor's Degree relevant to the job
Work Experience : None
Training : None
Eligibility : CS Professional / 2nd level eligibility (preferred but not required)

Duties and Functions
1. Assists the HRMPSB Secretariat in the assessment of recruitment, selection and placement;
2. Prepares summary evaluation in the assessment of the recruitment, selection and placement;
3. Prepares HRMPSB Board Resolution;
4. Prepares publication of vacant positions;
5. Prepares appointment paper and other documentation for submission to Civil Service Commission;
6. Facilitate submission of the pre-employment requirements of the newly hired employees;
7. Prepares Turn-Around-Time of the recruitment, selection and placement process;
8. Does other work assigned by the supervisor.

Position Title : **Administrative Assistant III**
No. of Positions : **Six (6)**
Status : Contract of Service
Salary Grade : SG 9
Monthly Salary : Php 20,340 (SSL 2022)
Duration : January 3, 2022 to December 31, 2022 (12 months)
Office Assignment : Human Resource Management Division
Reporting to : Chief Administrative Officer and Supervising Administrative Officer
Subordinate(s) : None

CSC Qualification Standards

Education : Completion of two-year studies in college
Work Experience : 1-year relevant experience
Training : 4 hours relevant training
Eligibility : CS Sub-Professional / 1st level eligibility

NMP-Preferred Qualification

Education : Bachelor's Degree relevant to the job
 Work Experience : 1-year relevant experience
 Training : 4-hours relevant training
 Eligibility : CS Sub-Professional / 1st level eligibility (preferred but not required)

Duties and Functions	
1.	Assists the HRMPSB Secretariat in the assessment of recruitment, selection and placement;
2.	Assists in the administration of written examination and HRMPSB interview;
3.	Prepares assessment table for each vacant position;
4.	Prepares minutes of the meeting of the HRMPSB recruitment meetings;
5.	Monitors and updates the recruitment email from time to time;
6.	Schedules and coordinates with the HRMPSB Members;
7.	Checks completion of submission of the application documents of the applicants;
8.	Collates and consolidates rating sheets of the HRMPSB Members;
9.	Collates and consolidates submission of documents of applicants;
10.	Arranges, files and sorts hard copies and soft copies applications;
11.	Does other work assigned by the supervisor.

Position Title : **Administrative Assistant I**
No. of Positions : **Two (2)**
 Status : Contract of Service
 Salary Grade : SG 7
 Monthly Salary : Php 17,899 (SSL 2022)
 Duration : January 3, 2022 to December 31, 2022 (12 months)
 Office Assignment : Human Resource Management Division
 Reporting to : Chief Administrative Officer and Supervising Administrative Officer
 Subordinate(s) : None

CSC Qualification Standards

Education : High School Graduate or Completion of relevant / vocational / trade course
 Work Experience : None
 Training : None
 Eligibility : None

NMP-Preferred Qualification

Education : High School Graduate or Completion of relevant / vocational / trade course
 Work Experience : None
 Training : None
 Eligibility : None

Duties and Functions	
1.	Assists the HRMPSB Secretariat in the assessment of recruitment, selection and placement;
2.	Receives and records incoming and outgoing documents;
3.	Keeps and files documents;
4.	Monitors and routes documents;

5. Receives phone calls; and
6. Does other work assigned by the supervisor.

Interested applicants must submit the following via online to recruitment@nationalmuseum.gov.ph, with the subject line **Position, Division – 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>Duly notarized and 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>Please combine the PDF copies of your Personal Data Sheet (PDS) and Work Experience Sheet (WES) into a single file.</p>
<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">Scanned copy of two (2) recent performance ratings from previous and current employers</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p style="text-align: center;">Scanned copy of relevant training/seminar certificates</p> <p>Training/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 style="text-align: center;">Scanned copy of diploma and transcript of records</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 on or before **January 7, 2022**. 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