



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 Office of the Director-General
Position Title Internal Auditor III
No. of Vacant Position One (1)
Item No/s. NMB-IAUD3-2-2021
Salary Grade 18 (PHP 43,681)
Place of Assignment Manila

CSC Qualification Standards

Education Bachelor's Degree relevant to the job
Eligibility Career Service (Professional) Second Level Eligibility
Experience 2 years of relevant experience
Training 8 hours of relevant training

Duties and Responsibilities
1. Supervises the Internal Audit Section, recommends to the NMP Top Management of Internal Audit matters needing their intervention, and reviews agency organizational structure, staffing, administrative systems, and procedures vis-a-vis applicable statutory and regulatory requirements of the government;
2. Ensures the agency complies with internal regulations and established control protocols;
3. Presents summarized findings concerning audit results and trends for internal groups;
4. Act as an objective source of independent advice and makes recommendations for the best ways for the agency to avoid fraud and reduce waste;
5. Drafts audit plans for review of the immediate supervisor;

6. Follows-up actions to determine if audit recommendations have been carried out;
7. Performs as the focal person for the management auditing work;
8. Does related work as may be assigned.

Office Assignment Office of the Director-General
Position Title Internal Auditor II
No. of Vacant Position Two (2)
Item No/s. NMB-IAUD2-3-2021
NMB-IAUD2-4-2021
Salary Grade 15 (PHP 33,575)
Place of Assignment Manila

CSC Qualification Standards

Education Bachelor's Degree relevant to the job
Eligibility Career Service (Professional) Second Level Eligibility
Experience 1 year of relevant experience
Training 4 hours of relevant training

Duties and Responsibilities
1. Under general supervision, conduct researches to obtain background information on the activities to be audited;
2. Examine documentation, including reports, statements, records, and memos to gather information;
3. Assess best financial practices for the agency and make relevant, informed suggestions based on existing auditing rules and policies;
4. Prepare audit reports and preserve documentation pertaining to audits for internal record;
5. Discuss research findings with the leader of the auditing team;
6. Perform as the focal person for the operations auditing work;
7. Do related work as may be assigned.

Office Assignment Office of the Director-General
Position Title Internal Auditor I
No. of Vacant Position Two (2)

Item No/s. NMB-IAUD1-5-2021
 NMB-IAUD1-6-2021
Salary Grade 11 (PHP 23,877)
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
1. Under general supervision, conduct researches to obtain background information on the activities to be audited;
2. Complete standard documents and questionnaires to confirm internal controls
3. Discuss research findings with the leader of the auditing team;
4. Perform support to operations auditing work;
5. Prepare audit reports and preserve documentation pertaining to audits for internal record;
6. Do related work as may be assigned.

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**.

<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.</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/ies 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>Scanned copy/ies 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>Scanned copy/ies of two (2) recent performance ratings from previous and current employers, if applicable</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy/ies of relevant training/seminar certificate/s</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 copies 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 their applications on **January 18, 2022 – January 31, 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)

ANGELO S. MACARIO

Supervising Administrative Officer

Human Resource Management Division

Noted by:

(Original signed)

ANNE ROSETTE G. CRELENCIA

OIC-Deputy Director-General for Museums

(Original signed)

ATTY. MA ROSENNE M. FLORES-AVILA

Deputy Director-General for Administration