



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

**BULLETIN OF VACANT POSITIONS**  
In Compliance with Republic Act No. 7041

<b>Office Assignment</b>	Office of the Director-General
<b>Position Title</b>	Deputy Director-General
<b>Item Number</b>	NMB-NMDDG-2-2019
<b>Salary Grade</b>	29 (PHP 164,332) SSL 2022
<b>Status of Appointment</b>	Fixed term, to expire on August 6, 2024 (remainder of ongoing fixed term of four (4) years)
<b>Place of Assignment</b>	Manila

**CSC Qualification Standards as established by the Board of Trustees**

<b>Education</b>	Bachelor's Degree
<b>Eligibility</b>	None required
<b>Experience</b>	Three (3) years of supervisory experience
<b>Training</b>	None required

<b>Duties and Responsibilities</b>
Assists the Director-General (Head of the Agency) as Deputy Director-General for Museums in the implementation of Republic Act No. 11333 (the "National Museum of the Philippines Act") and the Agency's program as a member of the senior management team under the Board of Trustees.
Assists the Director-General in exercising management functions in planning, organizing, staffing, directing and supervising of personnel relative to all aspects of museum operations, such as: public programs and services; education programs; development, conservation and management of collections; research programs and other curatorial activities; publications, exhibitions, media and content, and other knowledge-based dissemination activities; technical assistance; audience development; and institutional development and relations, including developing and managing linkages with partners and stakeholders, in the public, private and academic sectors within the Philippines, as well as with key partners overseas.
Assists the Director-General in representing the Agency externally.
Carries out any other functions as may be tasked or delegated by the Director-General.

Interested applicants must submit the following by e-mail to [bot@nationalmuseum.gov.ph](mailto:bot@nationalmuseum.gov.ph)

1. **Application letter**, indicating the position applied for, to be addressed to:

ATTY. MA. ROSENNE M. FLORES-AVILA  
Secretary of the Board of Trustees  
Deputy Director-General for Administration  
National Museum of the Philippines

2. Duly notarized and properly accomplished CS Form No. 212, Revised 2017, also known as the **Personal Data Sheet (PDS)** with most recent photo, and the **Work Experience Sheet (WES)**.

**Please note that the PDS and WES must be dated within the period of this publication (see below).**

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 (PDS) and Work Experience Sheet (WES) into a single file.

3. Scanned copies of the following if available and/or applicable:
  - a. Previous and current employment certificates with duties and responsibilities.
  - b. Performance rating in the last rating period from previous or current employers.
  - c. Diploma and transcript of records of academic degrees.s

For multiple documents, please combine the PDF copies of these into a single file.

If not submitted together with the application, these may be required to be submitted at a later date during the selection process or pre-employment processing period.

Applicants must meet the qualification standards and submit within the period **16 February 2022 to 28 February 2022**. Only shortlisted applicants will be notified.

The National Museum of the Philippines highly encourages all interested and qualified persons, including persons of diverse sexual orientation and gender identity, persons with disabilities, and members of indigenous communities, to apply.



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Secretary of the Board of Trustees  
Deputy Director-General for Administration