



**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** Engineer II  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ENG2-41-2007  
**Salary Grade** 16 (PHP 38,150) SSL 2022  
**Place of Assignment** Manila

**CSC Qualification Standards**

**Education** Bachelor's degree in Engineering relevant to the job  
**Eligibility** RA 1080 (Engineer)  
**Experience** 1 years of relevant experience  
**Training** 4 hours of relevant training

<b>Duties and Responsibilities</b>
Assists the Engineer III in managing the Engineering Services Section
Represents the division whenever assigned
Co-initiates engineering projects for the National Museum
Conducts technical planning within the engineering services section of FMD
Prepares engineering documents relative to the project. When necessary, prepare structural design for projects.
Prepares documents required for construction / reconstruction projects relative to engineering services of NM, it includes plans, scope of works, specifications, schedule, bill of materials, cost estimates, work and financial plan, and all documents pertinent to R.A. 9184, building code and other applicable laws. Likewise, ensure that the projects are gender responsive and compliant to laws pertaining to PWDs and Senior Citizens and other similar and applicable laws.
Implements approved construction / re-construction projects of the National Museum. Projects include pre-construction, construction and post-construction stages.
Ensures the implementation of technical services particularly engineering services. It includes incidental services like architectural and maintenance
Provides engineering services including representation to other agencies whenever assigned,
Extends technical assistance within NM and to other agencies
Attends seminars, workshops, trainings and symposiums and other related activities
Performs other tasks as maybe assigned from time to time

**Office Assignment** Facilities Management Division  
**Position Title** Administrative Officer I  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADOF1-26-2016  
**Salary Grade** 10 (PHP 22,190) SSL 2022  
**Place of Assignment** Manila

**CSC Qualification Standards**

**Education** Bachelor's degree relevant to the job  
**Eligibility** Career Service Professional/Second Level Eligibility



**Experience**  
**Training**

None required  
None required

Duties and Responsibilities
Assists in the preparation of technical documents as required by engineers and architects;
Prepares communication letters, e-mails, office memorandums and other documents relative to the requirements of the division;
Records and keeps a file of administrative and technical documents. Including management of office supplies;
Prepares financial documents of the division, such as division expense reports and office budgets;
Prepares HR related documents of the division for the monitoring and processing of staff's daily time attendance, leave, seminars and trainings, etc.;
Ensures the systematic routing & filing important division documents;
Schedules and monitors official meetings, travel booking, seminars and trainings;
Attends meetings, seminar, trainings and other related activities; and
Performs other tasks as maybe assigned from time to time.

<b>Office Assignment</b>	Facilities Management Division
<b>Position Title</b>	Administrative Assistant IV (Painter General Foreman)
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADAS4-22-2016
<b>Salary Grade</b>	10 (PHP 22,190) SSL 2022
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

<b>Education</b>	High School Graduate
<b>Eligibility</b>	Painter (CSC MC 10 s. 2013 Cat II)
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant experience

Duties and Responsibilities
Leads in painting-related works such as but not limited to surface preparation, painting, mixing, application, sealing, waterproofing, etc. as instructed by the Engineer III & Engineer II;
Reads, understands & implements plans / blueprints according to specifications prepared by other construction professionals, such as engineers & architects;
Troubleshoots and resolves problems related to the work;
Follows established safety rules and regulations while maintaining a safe and clean working environment;
Maintains tools and equipment in safe operating condition;
Conducts building inspections and identifies needed repairs for safety, functionality, and code compliance;
Prepares documentation repairs and maintenance reports through written records;
Coordinates with museum personnel, suppliers, and other construction professionals; and
Performs other repairs & maintenance tasks as maybe assigned from time to time.



<b>Office Assignment</b>	Facilities Management Division
<b>Position Title</b>	Draftsman II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-DFM2-28-2016
<b>Salary Grade</b>	8 (PHP 18,998) SSL 2022
<b>Place of Assignment</b>	Manila

**CSC Qualification Standards**

<b>Education</b>	Completion of two years studies in college or High School Graduate with relevant vocational/trade course
<b>Eligibility</b>	Draftsman (CSC MC 10 s. 2013 Cat II)
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant experience

Duties and Responsibilities
Prepares technical drawings and construction details for projects using computer aided design software;
Assists in the documentation and recording (as-built) of National Museum buildings and properties;
Conducts site inspection together with the assigned project-in-charge to assist in the evaluation and monitoring of on-going projects;
Prepares reports and other technical documents relative to the implementation of projects;
Assists in the coordination and review of project details;
Attends to coordination meetings; and
Performs other tasks as maybe assigned from time to time.

<b>Office Assignment</b>	Facilities Management Division
<b>Position Title</b>	Administrative Aide V (Carpenter II)
<b>No of Vacant Position</b>	Two (2)
<b>Item No/s.</b>	NMB-ADA5-16-2016 NMB-ADA5-18-2016
<b>Salary Grade</b>	5 (PHP 15,909) SSL 2022
<b>Place of Assignment</b>	Manila

**CSC Qualification Standards**

<b>Education</b>	Elementary School Graduate
<b>Eligibility</b>	Carpenter (CSC MC 10 s. 2013 Cat II)
<b>Experience</b>	None required
<b>Training</b>	None required

Duties and Responsibilities
Implements or assists carpentry-related works such as but not limited to repairs, installation, etc, as instructed by the Engineer III & Engineer II;
Understands & implements plans / blueprints according to specifications prepared by other construction professionals, such as engineers & architects;
Follows established safety rules and regulations while maintaining a safe and clean working environment;
Maintains tools and equipment in safe operating condition;
Conducts building inspections and identify needed repairs for safety, functionality, and code compliance;
Prepares documentation repairs and maintenance reports through written records; and



Performs other repairs & maintenance tasks as maybe assigned from time to time.

**Office Assignment** Facilities Management Division  
**Position Title** Administrative Aide V (Painter II)  
**No of Vacant Position** Two (2)  
**Item No/s.** NMB-ADA5-17-2016  
**Salary Grade** 5 (PHP 15,909) SSL 2022  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Elementary School Graduate  
**Eligibility** Painter (CSC MC 10 s. 2013 Cat II)  
**Experience** None required  
**Training** None required

Duties and Responsibilities
Implements or assist in painting-related works such as but not limited to surface preparation, painting, mixing, application, sealing, waterproofing, etc. as instructed by the Engineer III & Engineer II;
Understands & implements plans & blueprints according to specifications prepared by other construction professionals, such as engineers & architects;
Follows established safety rules and regulations while maintaining a safe and clean working environment;
Maintains tools and equipment in safe operating condition;
Conducts building inspections and identifies needed repairs for safety, functionality, and code compliance;
Prepares documentation repairs and maintenance reports through written records; and
Performs other repairs & maintenance tasks as maybe assigned from time to time.

**Office Assignment** Facilities Management Division  
**Position Title** Administrative Aide V (Plumber II)  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADA5-24-2016  
**Salary Grade** 5 (PHP 15,909) SSL 2022  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Elementary School Graduate  
**Eligibility** Plumber (CSC MC 10 s. 2013 Cat II)  
**Experience** None required  
**Training** None required

Duties and Responsibilities
Implements or assists in plumbing-related works such as but not limited to Installing, maintaining and repairing plumbing systems and fixtures, cutting, welding and assembling pipes, tubes, fittings, and fixtures as instructed by the Engineer III & Engineer II;
Understands & implements plans & blueprints according to specifications prepared by other construction professionals, such as engineers & architects;
Follows established safety rules and regulations while maintaining a safe and clean working environment;
Maintains tools and equipment in safe operating condition;



Conducts building inspections and identifies needed repairs for safety, functionality, and code compliance;

Prepares documentation repairs and maintenance reports through written records; and

Performs other repairs & maintenance tasks as maybe assigned from time to time.

**Office Assignment** Facilities Management Division  
**Position Title** Administrative Aide IV  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADA4-19-2016  
**Salary Grade** 4 (PHP 14,993) SSL 2022  
**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** None required  
**Training** None required

Duties and Responsibilities
Receives and delivers incoming and outgoing official documents of the division;
Systematically files, routes, records and monitors official documents of the division;
Performs official liaison works for the division;
Assists in the tasks of the Administrative Officer I, III and V; and
Performs other tasks as maybe assigned from time to time.

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>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 <b>Personal Data Sheet (PDS)</b> with most recent photo and <b>Work Experience Sheet (WES)</b></p> <p><b>PDS &amp; WES and NOTARY shall have the same dates, within the period of publication.</b></p> <p>Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from <a href="https://bit.ly/NMPRecruitment2021_Forms">bit.ly/NMPRecruitment2021_Forms</a>.</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 <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/ies 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/ies 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/ies of <b>relevant training/seminar certificates</b></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>Scanned copy/ies 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 on **April 12, 2022 – April 22, 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

  
**ZENDY MAE B. GARCIA-BUDHI**

Chief Administrative Officer  
Human Resource Management Division 

NOTED BY:

  
**JORELL M. LEGASPI**

Deputy Director-General for Museums

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

Deputy Director-General for Administration