



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BULLETIN OF VACANT POSITIONS

In Compliance with RA 7041

Office Assignment Exhibition, Editorial and Media Production Services Division ✓
Position Title Supervising Administrative Officer ✓
No of Vacant Position One (1) ✓
Item No/s. NMB-SADOF-19-2016 ✓
Salary Grade 22 (PHP 69,963) 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 3 years of relevant experience ✓
Training 16 hours of relevant training ✓

Duties and Responsibilities
Assists the chief of the division in planning, organizing, directing, supervising, implementing and carrying out the programs and activities and projects of the division in areas of exhibition, editorial, media production, and others, relative to the field of exhibition, editorial, media production within the mandate of the agency;
Acts as chief of the division in his/her absence, unless otherwise provided for by management; and
Performs other functions as may be assigned or delegated by the chief of the division or management.

Office Assignment Facilities Management Division
Position Title Administrative Officer V ✓
No of Vacant Position One (1) ✓
Item No/s. NMB-ADOF5-6-2016 ✓
Salary Grade 18 (PHP 45,203) 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 2 years of relevant experience ✓
Training 8 hours of relevant training ✓

Duties and Responsibilities
Prepares technical documents required for the project as drafted by the Architect IV;
Attends and participates actively in the technical planning within the Planning and Project Evaluation Section of FMD and drawing up the following output, as follows: a. Concept b. Plans/Designs c. Prioritization;
Provides technical documents relative to projects and requirements of the division. Take instructions from the Chief Administrative Officer / Architect IV relative to technical documents for the project and division;
Organizes the preparation of documents required for the construction/reconstruction projects relative to the Planning and Project Evaluation. It includes plans, scope of works,

specifications, schedules, bill of materials, cost estimates and work and financial plan, and all documents pertinent to RA 9184;
Assists in the preparation of documents as required by technical officers;
Attends seminars, workshops, training, symposium, and other related activities; and
Performs other tasks 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**:

<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>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 (PDS) with most recent photo and Work Experience Sheet (WES)</p> <p>PDS & WES shall be dated within the period of publication</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</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 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>Scanned copy/ies 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 **June 22, 2022 – July 2, 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:



ATTY. MA ROSENNE M. FLORES-AVILA
Deputy Director-General for Administration



JORELL M. LEGASPI
Deputy Director-General for Museums