



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	Architectural Arts and Built Heritage Division
Position Title	Museum Curator I
No of Vacant Position	One (1)
Item No/s.	NMB-MUSC1-60-2016
Salary Grade	22 (PHP 69,962.00) SSL 2022
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's degree relevant to the job
Eligibility	Museum Technician (CSC MC No 10 s. 2013 Cat II)
Experience	3 years of relevant experience
Training	16 hours of relevant training

Duties and Responsibilities
Assists the Chief of the Division (Museum Curator II) in planning, organizing, directing, supervising, implementing and carrying out the programs, activities and projects of the Division in the areas of documentation, research, collections management, conservation, exhibitions, publications, technical assistance and others relative to the field of architectural arts and built heritage within the mandate of the Agency.
Acts as Chief of the Division (Museum Curator II) in his/her absence, unless otherwise provided for by Management.
Performs other functions as may be assigned or delegated by the Chief of the Division (Museum Curator II) or Management.

Office Assignment	Architectural Arts and Built Heritage Division
Position Title	Senior Museum Researcher
No of Vacant Position	Two (2)
Item No/s.	NMB-SRMR-63-2016 NMB-SRMR-64-2016
Salary Grade	18 (PHP 45,203) SSL 2022
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's degree
Eligibility	Career Service Professional/Second Level Eligibility
Experience	2 years of relevant experience
Training	8 hours of relevant training

Duties and Responsibilities
Implements and carries out the programs, activities and projects of the Division in the areas of documentation, research, collections management, conservation, exhibitions, publications, technical assistance and others relative to the field of architectural arts and built heritage within the mandate of the Agency as may be assigned to him/her by the Chief of the Division (Museum Curator II).
As a Senior Museum Researcher, assists in supervising and leading in the work of the research and technical personnel of the Division as may be assigned to him/her by the Chief of the Division (Museum Curator II).
Performs other functions as may be assigned or delegated by the Chief of the Division (Museum Curator II) or Management.

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 and NOTARY shall have the same dates, 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>

Training/seminars acquired during college or those with unavailable certificates shall not be considered.

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

Scanned copy/ies of **diploma** and **transcript of records**

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

Applicants must meet the qualification standards and submit on **April 13, 2022 – April 27, 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