



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

**BULLETIN OF VACANT POSITIONS**  
In Compliance with RA 7041

<b>Office Assignment</b>	<b>Financial Services Division</b>
<b>Position Title</b>	Chief Administrative Officer
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-CADOF-14-2016
<b>Salary Grade</b>	24 (PHP 88,410) SSL 2022
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

<b>Education</b>	Master's Degree or Certificate in Leadership and Management from CSC
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility
<b>Experience</b>	4 years of supervisory/management experience
<b>Training</b>	40 hours of supervisory/management learning and development intervention

Duties and Responsibilities
Ensures that agency financial system are robust, compliant and support current activities and future growth;
Overall control and responsibility for all financial aspects of agency strategy and is expected to analyze figures and implement recommendations based on these findings, with most profitable outcomes;
Provide leadership to the Agency's Finance and Accounting strategy, to optimize the agency's financial performance and strategic position;
Lead and develop finance teams;
Contribute fully to development of agency across all areas, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, and targets;
Ensure that the agency's budgeting processes are carried out and reviewed, take ultimate responsibility for the agency's cash management policies and take overall control of the agency's accounting function;
Ensure that all regulatory requirements of all statutory bodies are met;
Provide leadership and work with senior teams in formulating strategies and plans; and
Establish a high level of credibility and manage strong working relationships with stakeholders, clients and agency personnel.

<b>Office Assignment</b>	<b>Office of the Director-General</b>
<b>Position Title</b>	Attorney IV
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ATY4-1-2016
<b>Salary Grade</b>	23 (PHP 78,455) SSL 2022
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

<b>Education</b>	Bachelor of Laws
<b>Eligibility</b>	RA 1080 (Bar)



**Experience** 2 years of relevant experience  
**Training** 8 hours of relevant training

Duties and Responsibilities
Reviews and recommends for the Director General's approval of contracts, memorandum of understanding, deed of donation, and other legal documents pertaining to scientific and technological activities;
Provides legal opinion to the Director-General regarding legal conflicts pertaining to any scientific and technological program implemented or to be implemented by the agency;
Maintains linkages with local and international research institution regarding legal matters;
Provides legal assistance to all scientific and administrative personnel; and
Does other related works.

**Office Assignment** **Geology and Paleontology Division**  
**Position Title** Museum Curator I  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-MUSC1-31-2007  
**Salary Grade** 22 (PHP 69,963) SSL 2022  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Bachelor's degree relevant to the job  
**Eligibility** Museum Technician Eligibility (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 geology and paleontology 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; and
Performs other functions as may be assigned or delegated by the Chief of the Division (Museum Curator II) or Management.

**Office Assignment** **Office of the Director-General**  
**Position Title** Planning Officer III  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-PLO3-43-2007  
**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



<b>Duties and Responsibilities</b>
Prepares short and long range plans and programs, technological / technical and administrative projects of the agency;
Formulates criteria for determining priorities for proposed projects and reviews for the selection of capital projects for funding and execution;
Studies and reviews existing programs and projects of the Agency;
Gathers and analyzes essential information and data from other agencies, institutions and other external resources as input policy formulation, discussion and report generation;
Directs the preparation and submission of reports related to the different projects, activities and programs of the Agency for monitoring and reporting purposes;
Participates in meetings, conferences, fora, seminars and workshops related with area of work; and
Does related duties.

**Office Assignment**                      **Archaeology Division**  
**Position Title**                            Administrative Officer III  
**No of Vacant Position**                One (1)  
**Item No/s.**                                    NMB-ADOF3-28-2016  
**Salary Grade**                                14(PHP 32,321) SSL 2022  
**Place of Assignment**                    Manila

**Office Assignment**                      **Ethnology Division**  
**Position Title**                            Administrative Officer III  
**No of Vacant Position**                One (1)  
**Item No/s.**                                    NMB-ADOF3-31-2016  
**Salary Grade**                                14 (PHP 32,321) 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**                                   1 year of relevant experience  
**Training**                                      4 hours of relevant training

<b>Duties and Responsibilities</b>
Prepares all the financial/administrative documents of the Division;
Ensures complete, up-to-date, and organized filing of the different documents and records of the Division;
Prepares and/or drafts reports, minutes, memos, correspondences and other communications;
Coordinates with and extends technical assistance to internal and external clients;
Participates in relevant meetings, seminars, conferences, symposia, workshops, forums and trainings; and
Does related work and/or assigned tasks.

**Office Assignment**                      **Research, Collection and Conservation Management Division**  
**Position Title**                            Administrative Officer III  
**No of Vacant Position**                One (1)  
**Item No/s.**                                    NMB-ADOF3-27-2016



**Salary Grade** 14 (PHP 32,321) 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** 1 year of relevant experience  
**Training** 4 hours of relevant training

Duties and Responsibilities
Coordinates with concerned divisions regarding research initiatives and participates in the development and management of research database of the National Museum of the Philippines;
Participates in monitoring of research projects implemented by curatorial divisions;
Provides technical and client assistance to stakeholders;
Conducts research relevant to the general services, scope and functions of the section and of the division;
Prepares write-ups and various reports required by the agency; and
Participates in agency initiated activities and performs other tasks as may be assigned.

**Office Assignment** **Geology and Paleontology Division**  
**Position Title** Museum Researcher II  
**No of Vacant Position** Two (2)  
**Item No/s.** NMB-MUSR2-40-2007  
 NMB-MUSR2-41-2007  
**Salary Grade** 14 (PHP 32,321) SSL 2022  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Bachelor's degree  
**Eligibility** Career Service Professional/Second Level Eligibility  
**Experience** 1 year of relevant experience  
**Training** 4 hours of relevant training

Duties and Responsibilities
Assists the senior personnel in the conduct of geologic fieldworks and other research projects.;
Prepares exhibition proposals and collaterals;
Conducts local and international public lectures and scientific presentations;
Assists in providing technical assistance internally and externally ;
Prepares information education and communication materials;
Performs preventive maintenance and conservation works on specimens from the National Geological and Paleontological Collections; and
Does relate works.

**Office Assignment** **Zoology Division**  
**Position Title** Museum Researcher II  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-MUSR2-32-2007  
**Salary Grade** 14 (PHP 32,321) SSL 2022



**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Bachelor's degree  
**Eligibility** Career Service Professional/Second Level Eligibility  
**Experience** 1 year of relevant experience  
**Training** 4 hours of relevant training

Duties and Responsibilities
Assists the researchers in conducting researches in the field of zoology;
Identifies and classifies zoological specimen;
Helps in the preparation of reports and manuscripts on various researches for publication;
Mounts, preserves and accessions zoological specimens collected;
Prepares report of accomplishment;
Maintains zoological collections; and
Does related work.

**Office Assignment** Financial Services Division  
**Position Title** Administrative Officer I (Cashier I)  
**No of Vacant Position** Two (2)  
**Item No/s.** NMB-ADOF1-18-2016  
NMB-ADOF1-21-2016  
**Salary Grade** 10 (PHP 22,190) SSL 2022  
**Place of Assignment** Manila

*CSC Qualification Standards*

**Education** Bachelor's Degree  
**Eligibility** Career Service Professional/Second Level Eligibility  
**Experience** None required  
**Training** None required

Duties and Responsibilities
Directly responsible for the receipt and custody of funds;
Participates in the payment of salaries;
Secures and encash checks for cash advance;
Verifies posting of cash advance, collections and deposits;
Receives daily collections and issuance of Official Receipts;
Daily recording of all collections in the cashbook;
Renders report of accountability;
Renders report of collections on a daily basis; and
Performs such other functions and works analogous and inherent to the position.

**Office Assignment** Office of the Director, Northern Luzon National Museums  
**Position Title** Cordillera Regional Museum and Satellite Office (Kiangan, Ifugao)  
Administrative Assistant III



**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADAS3-12-2016  
**Salary Grade** 9 (PHP 20,402) SSL 2022  
**Place of Assignment** Kiangnan, Ifugao

*CSC Qualification Standards*

**Education** \*\*\*Completion of two-year studies in college or High School  
Graduate with relevant vocational/trade course  
**Eligibility** Career Service Sub-Professional/First Level Eligibility  
**Experience** 1 year of relevant experience  
**Training** 4 hours of relevant training

Duties and Responsibilities
Performs highly skilled and responsible clerical work such as encoding, powerpoint presentation, etc.;
Take charge in the records management of the Office;
Supervise the works of medium sized group of clerical workers/engineering aide;
Assist in the preparation of documents and other communications of the Office;
Takes charge in receiving, recording, routing monitoring and releasing of documents and communications to and from the Office;
Attends to visitor concerns, answers minor queries and other public services; and
Does other related assigned works.

**Office Assignment** **Office of the Director, Northern Luzon National Museums**  
**Ilocos Regional Museum and Satellite Office (Vigan, Ilocos Sur)**  
**Position Title** Museum Guide  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-MUSG-79-2007  
**Salary Grade** 9 (PHP 20,402) SSL 2022  
**Place of Assignment** Vigan, Ilocos Sur

**Office Assignment** **Office of the Director, Central-Southern Luzon and MIMAROPA**  
**National Museums**  
**Tabon Caves Area Museum and Satellite Office (Quezon, Palawan)**  
**Position Title** Museum Guide  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-MUSG-76-2007  
**Salary Grade** 9 (PHP 20,402) SSL 2022  
**Place of Assignment** Quezon, Palawan

**Office Assignment** **Office of the Director, Central-Southern Luzon and MIMAROPA**  
**National Museums**  
**Bicol Regional Museum and Satellite Office (Daraga, Albay)**  
**Position Title** Museum Guide  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-MUSG-89-2007  
**Salary Grade** 9 (PHP 20,402) SSL 2022  
**Place of Assignment** Daraga, Albay

*CSC Qualification Standards*

**Education** Completion of two years studies in college  
**Eligibility** Career Service Sub-Professional/ First Level Eligibility  
**Experience** 1 year of relevant experience  
**Training** 4 hours of relevant training



Duties and Responsibilities
Gives lectures and gallery talks on specific themes of museum exhibitions and general information about the museum and explains the significance of museum objects on exhibits;
Conducts additional researches to update on recent studies on specific themes on museum exhibitions and topics for the preparation of tour scripts, lectures and audio-visual shows;
Guides visitors to the museum exhibitions, lectures, demonstrations, slide and film shows and other educational activities;
Assists in monitoring exhibit items and protecting them from defacement, vandalism or theft;
Helps in monitoring and coordinating with maintenance personnel in keeping the exhibition galleries clean, orderly, and presentable;
Keeps up-to-date records and statistics on museum visitors;
Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests;
Participates and assists in the guides and docents programs of the Agency's;
Attends to public inquiries and requests for museum services;
Participates in local and international seminar, trainings, lectures, etc., relevant to museum visitor operations;
Helps in addressing and distributing educational and promotional materials;
Monitors status and conditions of exhibit items and reports specimen requiring conservation activities; and
Does related work.

<b>Office Assignment</b>	<b>Office of the Director-General</b>
<b>Position Title</b>	Administrative Assistant II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADAS2-1-2021
<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-year studies in college or High School Graduate with relevant vocational/trade course
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training

Duties and Responsibilities
Prepares communications/correspondences for internal and external clientele;
Maintains and organizes correspondences, documents, reports and data files for easy retrieval;
Coordinates with internal and external stakeholders related to the official functions of the Board of Trustees;
Assists in the conduct of meetings and related activities of the Board of Trustees;



Receives and transmits documents/letters/requests/attachments/etc.;
Performs various administrative tasks; and
Performs other functions as may be assigned.

<b>Office Assignment</b>	<b>Human Resource Management Division</b>
<b>Position Title</b>	Administrative Assistant II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADAS2-14-2016
<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-year studies in college or High School Graduate with relevant vocational/trade course
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Drafts/Types communication;
Receives, sorts, and files communications and other documents;
Disseminates documents/letters/correspondences;
Takes charge of the reproduction of materials;
Maintain records, reports and other pertinent documents;
Attends to callers and visitors;
Keeps and maintains office records;
Assists in the conduct of training and development program organized by the HRMD; and
Performs other duties as responsibilities as may be assigned by the supervisor.

<b>Office Assignment</b>	<b>Exhibition, Editorial, and Media Production Services Division (Exhibition)</b>
<b>Position Title</b>	Administrative Assistant II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADAS2-21-2016
<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-year studies in college or High School Graduate with relevant vocational/trade course
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Assists in preparing exhibition layouts and reports as well as administrative and financial documents;
Assists in processing the incoming and outgoing documents;



Assists in monitoring the condition of the exhibition/gallery;
Assists in the installation/de-installation of museum objects;
Assists in coordinating with concerned divisions on exhibition-related projects;
Assists in monitoring and inventory of supplies and materials;
Provides internal and external technical assistance; and
Performs other duties as assigned.

<b>Office Assignment</b>	<b>Exhibition, Editorial, and Media Production Services Division (Editorial)</b>
<b>Position Title</b>	Administrative Assistant II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADAS2-22-2016
<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-year studies in college or High School Graduate with relevant vocational/trade course
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Assists in preparing editorial-related administrative and financial documents;
Assists in processing the incoming and outgoing documents;
Assists in managing records/documents;
Assists in proofreading and/or editing texts;
Assists in coordinating with concerned divisions on editorial-related projects;
Assists in monitoring and inventory of supplies and materials;
Provides internal and external technical assistance; and
Performs other duties as assigned.

<b>Office Assignment</b>	<b>Exhibition, Editorial, and Media Production Services Division</b>
<b>Position Title</b>	Media Production Assistant
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MPXAS-26-2016
<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
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training



<b>Duties and Responsibilities</b>
Assists in preparing media production-related administrative and financial documents;
Assists in photography and video documentation;
Assists in editing photographs and video;
Assists in preparing graphics and layout;
Assist in coordinating with concerned divisions on media production-related projects;
Assist in maintaining media production equipment;
Provides internal and external technical assistance; and
Performs other duties as assigned.

<b>Office Assignment</b>	<b>Office of the Director, Northern Luzon National Museums Batanes Area Museum and Satellite Office (Uyugan, Batanes)</b>
<b>Position Title</b>	Museum Technician II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUST2-5-2015
<b>Salary Grade</b>	8 (PHP 18,998) SSL 2022
<b>Place of Assignment</b>	Uyugan, Batanes
<b>Office Assignment</b>	<b>Office of the Director, Northern Luzon National Museums Ilocos Regional Museum and Satellite Office (Vigan, Ilocos Sur)</b>
<b>Position Title</b>	Museum Technician II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUST2-8-2015
<b>Salary Grade</b>	8 (PHP 18,998) SSL 2022
<b>Place of Assignment</b>	Vigan, Ilocos Sur
<b>Office Assignment</b>	<b>Office of the Director, Northern Luzon National Museums Cordillera Regional Museum and Satellite Office (Klangan, Ifugao)</b>
<b>Position Title</b>	Museum Technician II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUST2-91-2016
<b>Salary Grade</b>	8 (PHP 18,998) SSL 2022
<b>Place of Assignment</b>	Klangan, Ifugao
<b>Office Assignment</b>	<b>Office of the Director, Northern Luzon National Museums Cagayan Valley Regional Museum and Satellite Office (Peñablanca, Cagayan)</b>
<b>Position Title</b>	Museum Technician II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUST2-89-2016
<b>Salary Grade</b>	8 (PHP 18,998) SSL 2022
<b>Place of Assignment</b>	Peñablanca, Cagayan

<b>Duties and Responsibilities</b>
Takes charge in the maintenance of National Collections;
Assists in the activities of National Museums/Regional Satellite Office researchers;
Provides technical assistance in the exhibition activities;
Takes charge in the maintenance of storage facilities;



Assist in the National Museum collections data base and other IT concerns;
Takes charge in the procurement of supplies necessary in the maintenance of National Museum collections; and
Does other related assigned works.

<b>Office Assignment</b>	<b>Fine Arts Division</b>
<b>Position Title</b>	Museum Technician II
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUST2-78-2016
<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-year studies in college
<b>Eligibility</b>	Museum Technician Eligibility (CSC MC No. 10, s. 2013 Cat II)
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training

<b>Duties and Responsibilities</b>
Assists in the maintenance of the collection of the division in the different repository rooms through: <ul style="list-style-type: none"> <li>a. Preparation/Update inventory records;</li> <li>b. Periodic cleaning and upkeep of specimens and repository rooms;</li> <li>c. Periodic cleaning of tools and equipment;</li> </ul>
Assists in the monitoring of repository and exhibition for maintenance of the collection of the division;
Prepares reports and other documents required by the division/office;
Assists in Transportation, Handling, and Installation of Works for Exhibition or Conservation;
Assists in the preventive conservation and collections care of division specimens including maintenance of storage facilities of the division to ensure long-term sustainability of the collections;
Conducts photo-documentation, specimen illustration, and database encoding of the division to facilitate collection stewardship;
Provides technical assistance in the preparation and installation of exhibition objects; and
Does related work as assigned by the supervisor.

<b>Office Assignment</b>	<b>General Administrative Services Division</b>
<b>Position Title</b>	Administrative Assistant I
<b>No of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADAS1-8-2016
<b>Salary Grade</b>	7 (PHP 17,899) SSL 2022
<b>Place of Assignment</b>	Manila

*CSC Qualification Standards*

<b>Education</b>	***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
<b>Eligibility</b>	Career Service Sub-Professional/First Level Eligibility
<b>Experience</b>	None required
<b>Training</b>	None required



Duties and Responsibilities
Preparation of the Report of Supplies and Materials Issued (RMSI);
Conduct of Physical Inventory of supplies and materials;
Reconciliation of unaccounted document balances of inventory accounts;
Purchases of supplies and materials to be delivered from PS-DBM and to be issued;
Regular inventory taking and proper maintenance and updating of Stock Card (SC), Bin Card etc.;
Clerical works such as but not limited to typing correspondence, reports, memoranda, and forms related to procurement;
Compiles Delivery Receipts, DVs, APRs, and Inspection Reports accordingly; and
Does related work.

<b>Office Assignment</b>	<b>Office of the Director, Northern Luzon National Museums</b>
<b>Position Title</b>	<b>Ilocos Regional Museum and Satellite Office (Vigan, Ilocos Sur)</b>
<b>No of Vacant Position</b>	Engineering Aide
<b>Item No/s.</b>	One (1)
<b>Salary Grade</b>	NMB-ENGA-38-2016
<b>Place of Assignment</b>	4 (PHP 14,993) SSL 2022
	Vigan, Ilocos Sur

*CSC Qualification Standards*

<b>Education</b>	High School Graduate or Completion of relevant vocational/trade course
<b>Eligibility</b>	None required
<b>Experience</b>	None required
<b>Training</b>	None required

Duties and Responsibilities
Assist in the maintenance/repair of the RAOD's facilities, bldgs., offices, etc.;
Maintenance in the cleanliness and sanitation of Museum Offices/premises;
Assist in the consultation and maintenance of National collections;
Assist in the administrative functions such as messengerial, purchasing of same, payment of bills, records management and IT functions;
Assists National Museum field workers in the conduct/implementation of Museum projects/activities; and
Does other related assigned works.

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:**

**Application letter** addressed to the Deputy Director-General for Administration, indicating the position applied for, item number, and name of the division.

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



National Museum of the Philippines
<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><i>PDS, WES and Notarization shall bear the same date within the period of publication only.</i></b></p> <p>Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from <a href="http://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 **July 12, 2022 – July 24, 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
5. PDS, WES, and Notarization shall bear the same date within the period of publication only.

  
**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