



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

Office Assignment General Administrative Services Division
Position Title Administrative Officer I
No of Vacant Position One (1)
Item No/s. NMB-ADOF1-17-2016
Salary Grade 10 (PHP 22,190) SSL 2022
Place of Assignment Manila

CSC Qualification Standards

Education Bachelor's degree relevant to the job
Training None required
Experience None required
Eligibility Career Service (Professional) Second Level Eligibility

Duties and Responsibilities
Under general supervision, does skilled buying work in the acquisition of supplies, materials, and equipment in an office;
Reviews specification for requisition submitted;
Determines actual needs of requisitioners;
Checks requisition and deliveries of supplies, materials, and equipment;
Acts as custodian and is primarily accountable for supplies, materials, equipment, or books and makes periodical inventories thereof;
Distribute/issue/retrieve canvasses of supplies and materials to be purchased;
Undertakes inspections, verifications, and order for supplies and equipment in the office;
Prepares and submits monthly reports for supplies issues;
Checks and participates in the preparation of annual inventory reports; and
Does other related work.

Office Assignment Office of the Director, National Museum of Natural History
Position Title Museum Guide
No of Vacant Position Two (2)
Item No/s. NMB-MUSG-69-2007
NMB-MUSG-75-2007
Salary Grade 9 (PHP 20,402.00) SSL 2022
Place of Assignment Manila

CSC Qualification Standards

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

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 of museum exhibitions and topics for the preparation of tour scripts, lectures, and audiovisual shows;
Guides the visitors to the museum exhibitions, lectures, demonstrations, film shows, and other educational service;
Assists in monitoring exhibit items and protecting them from defacement, vandalism, or theft;
Helps in monitoring and coordinating with maintenance personnel in keeping 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 docent programs of the Agency's central complex;
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.

Office Assignment	Office of the Director, National Museum of Anthropology
Position Title	Administrative Assistant II
No of Vacant Position	Two (2)
Item No/s.	NMB-ADAS2-28-2016 NMB-ADAS2-35-2016
Salary Grade	8 (PHP 18,998) SSL 2022
Place of Assignment	Manila

Office Assignment	Office of the Director, National Museum of Natural History
Position Title	Administrative Assistant II
No of Vacant Position	Two (2)
Item No/s.	NMB-ADAS2-30-2016 NMB-ADAS2-32-2016
Salary Grade	8 (PHP 18,998) SSL 2022
Place of Assignment	Manila

CSC Qualification Standards

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

Duties and Responsibilities
Coordinates with other divisions on lectures, workshops and other museum events that need assistance in frontline services;
Manages the sections social media accounts and regularly posts information on shows and other events and exhibits of the central complex;
Attends phone, walk-in, and social media inquiries on museum operations and other museum services;
Welcomes and registers visitors at the main reception desk;
Ushers visitors to galleries and/or museum guide;

Distributes museum brochures, information materials, and feedback forms;
Assists in collating visitor feedback forms;
Collates and maintains records and statistics of visitors on the Agency's central complex;
Assists in receiving and providing special guiding services to VIP guests;
Assists in giving gallery talks to visitors of the Agency's central complex;
Assists in handling shows;
Prepares financial and administrative reports and other documents;
Assists in preparations and conduct of guide/docents programs of the Agency's Central Complex;
Participates in local and international seminars, trainings, lectures, etc relevant to museum visitor operations; and
Does related works.

Office Assignment **General Administrative Services Division**
Property Management Section ✓
Position Title Administrative Aide IV (Bookbinder II) ✓
No of Vacant Position One (1) ✓
Item No/s. NMB-ADA4-10-2007 ✓
Salary Grade 4 (PHP 14,993.00) SSL 2022 ✓
Place of Assignment Manila ✓

CSC Qualification Standards

Education Elementary School Graduate ✓
Training None required ✓
Experience None required ✓
Eligibility None required ✓

Duties and Responsibilities
Responsible in sorting, compiling, binding and safekeeping of reports and other documents;
Assists in the Disposal of Unserviceable Supplies, Materials and Equipment;
Provides general clerical assistance such as but not limited to releasing, receiving, routing, photocopying, printing, retrieval and organizing of documents; and,
Performs such other related duties that may be assigned by the immediate supervisor.

Office Assignment **General Administrative Services Division** ✓
Supply Management Section ✓
Position Title Administrative Aide IV (Bookbinder II) ✓
No of Vacant Position One (1) ✓
Item No/s. NMB-ADA4-13-2007 ✓
Salary Grade 4 (PHP 14,993.00) SSL 2022 ✓
Place of Assignment Manila ✓

CSC Qualification Standards

Education Elementary School Graduate ✓
Training None required ✓
Experience None required ✓
Eligibility None required ✓

Duties and Responsibilities
Responsible in sorting, compiling, binding and safekeeping of reports and other documents;
Assists on organizing and labelling items in the Stockroom in systematic easy and easy access;
Provides general clerical assistance such as but not limited to releasing, receiving, routing, photocopying, printing, retrieval and organizing of documents; and,

Performs such other related duties that may be assigned by the immediate supervisor.
--

Office Assignment	General Administrative Services Division
Position Title	Transport Services Section
No of Vacant Position	Administrative Aide IV (Bookbinder II)
Item No/s.	One (1)
Salary Grade	NMB-ADA4-21-2016
Place of Assignment	4 (PHP 14,993.00) SSL 2022
	Manila

CSC Qualification Standards

Education	Elementary School Graduate
Training	None required
Experience	None required
Eligibility	None required

Duties and Responsibilities
Responsible in sorting, compiling, binding and safekeeping of reports and other documents;
Provides general clerical assistance such as but not limited to releasing, receiving, routing, photocopying, printing, retrieval and organizing of documents;
Assists in the routine inspections of vehicles and communicate vehicular defects, problems, and any issues to the immediate supervisor;
Keep an accurate log of all work performed; and
Performs such other related duties that may be assigned by the immediate supervisor.

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

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.

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 style="text-align: center;">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><i>PDS, WES and Notarization shall bear the same date within the period of publication only.</i></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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 **September 30, 2022 – October 17, 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.



ZEN DY 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