



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 Botany and National Herbarium Division
Position Title Museum Curator I
No of Vacant Position One (1)
Item No/s. NMB-MUSC1-61-2016
Salary Grade 22 (PHP 69,963) SSL 2022
Place of Assignment Manila

CSC Qualification Standards

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

Duties and Responsibilities
Assists in drawing and planning program and projects to determine them consistency with policies of the agency and sees their implementation;
Assists in executing, directing, and supervising the collection, classification, identification, and maintenance of botanical specimens;
Acts as chief of the division or Curator II in the absence of the latter;
Conducts independent research on botany within the division programs and projects, and prepares manuscript for publication;
Conducts and prepares periodic reports of the division; and
Does administrative and other related work.

Office Assignment Exhibition, Editorial, and Media Production Services Division
Position Title Administrative Officer V
No of Vacant Position Two (2)
Item No/s. NMB-ADOF5-10-2016
NMB-ADOF5-11-2016
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
Handles the communication and other writing requirements of the division;
Supervises the administrative work of the division;
Coordinates with all divisions, government agencies, private institutions and other institutions concerned in the development and maintenance of the exhibition;
Supervises the documentation of the whole proceedings of the exhibition (ingress and egress);
Supervises the monitoring of the condition of the exhibition including the external fixtures;
Coordinates with the concerned division for the maintenance of the exhibit; and
Performs other functions the division needs.

Office Assignment Research, Collection and Conservation Management Division
Position Title Administrative Officer V
No of Vacant Position One (1)
Item No/s. NMB-ADOF5-9-2016
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
Represents the division whenever assigned by the CAO;
Initiates projects for the division for review of the Supervising Administrative Officer and approval by the Administrative Officer;
Attends and participates actively in the technical planning within the division;

Ensures proper coordination & integration to the three (3) clusters of the division;
Act as coordinator for conservation to the various divisions of NM. It includes management of the database of preventive conservation and conservation treatments of NM collections. Likewise, consideration of all requirements/concerns of all divisions to ensure smooth implementation of conservation management of NM. Moreover, ensure periodic and regular monitoring, checking & gathering of issues and concerns for resolution & incorporating them to the targets;
Coordination, assistance and monitoring of the following: <ul style="list-style-type: none"> a. Compliance to the approved policies/guidelines relative to conservation management; b. Proposes targets/plans relative to conservation, including its integration; and c. Preparation of proposed budget of the various divisions related to conservation for resources such as manpower, materials, equipment, machineries, etc.;
In-charge of conservation works and services including representations to the agencies whenever assigned by the CAO;
Provide technical assistance within the NM & to other agencies as approved by the CAO;
Attends seminars, workshops, trainings, symposium & other related activities as approved by the CAO; and
Performs other tasks as may be required from time to time.

Office Assignment	Exhibition, Editorial, and Media Production Services Division
Position Title	Administrative Officer IV
No of Vacant Position	One (1)
Item No/s.	NMB-ADOF4-14-2016
Salary Grade	15 (PHP 35,097) 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
Assists in handling the communication and other writing requirements of the division;
Assists in the supervision of administrative work of the division (budget proposal, liquidation, reimbursement and others);

Assists in the coordination with all divisions, government agencies, private institutions and other institutions concerned in the development and maintenance of the exhibition;
In-charge of the documentation of the whole proceedings of the exhibition (ingress and egress);
In-charge of monitoring the condition of the exhibition including the external fixtures;
Performs other functions the division needs.

Office Assignment	Ethnology Division
Position Title	Museum Researcher II
No of Vacant Position	One (1)
Item No/s.	NMB-MUSR2-45-2007
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
Conducts research on Philippine languages, cultural communities, and intangible cultural heritage' assists in monitoring the tasks and outputs of Museum Technicians under his/her section; and assists in extending technical assistance on Philippine languages, cultural communities, and intangible cultural heritage;
Gathers, organizes, analyzes, validates, and interprets data on Philippine languages, cultural communities, and intangible cultural heritage by upholding ethical standards in research and submits field reports and technical reports catalogues, exhibitions, presentations in conferences/lectures among others;
Assists in the preparation of data on ethnolinguistic groups and intangible cultural heritage by following the ethical standards in research for physical/virtual exhibitions, corollary activities and programs, publications, catalogs, among others;
Assists the Senior Museum Researcher in reviewing, evaluating, and assessing requests on technical assistance including conduct of ocular inspection/research on Philippines languages, cultural communities, and intangible cultural heritage by upholding ethical standards in research to come up with sound technical report and recommendations;
Coordinates with other divisions and partner institutions on the research of Philippine languages, cultural communities, and intangible cultural heritage as well as in the conceptualization of PPAs of the division by following the standard protocols/through

No of Vacant Position Seven (7)
Item No/s. NMB-MUST2-67-2016
 NMB-MUST2-69-2016
 NMB-MUST2-72-2016
 NMB-MUST2-73-2016
 NMB-MUST2-34-2021
 NMB-MUST2-75-2016
 NMB-MUST2-74-2016
Salary Grade 8 (PHP 18,998) SSL 2022
Place of Assignment Manila

Office Assignment **Botany and National Herbarium Division**
Position Title Museum Technician II
No of Vacant Position Four (4)
Item No/s. NMB-MUST2-44-2007
 NMB-MUST2-66-2016
 NMB-MUST2-32-2021
 NMB-MUST2-33-2021
Salary Grade 8 (PHP 18,998) SSL 2022
Place of Assignment Manila

Office Assignment **Fine Arts Division**
Position Title Museum Technician II
No of Vacant Position Two (2)
Item No/s. NMB-MUST2-62-2016
 NMB-MUST2-78-2016
Salary Grade 8 (PHP 18,998) SSL 2022
Place of Assignment Manila

Office Assignment **Maritime and Underwater Cultural Heritage Division**
Position Title Museum Technician II
No of Vacant Position Three (3)
Item No/s. NMB-MUST2-55-2016
 NMB-MUST2-56-2016
 NMB-MUST2-31-2021
Salary Grade 8 (PHP 18,998) SSL 2022
Place of Assignment Manila

CSC Qualification Standards

Education Completion of two years studies in college
Eligibility Museum Technician Eligibility (MC No. 10, s. 2013 Cat II)
Experience 1 year of relevant experience
Training 4 hours of relevant training

Duties and Responsibilities

Assists in the maintenance of the collection of the division in the different repository rooms through;

a. Preparation/Update inventory records;
b. Periodic cleaning and upkeep of specimens and repository rooms;
c. Periodic cleaning of tools and equipment;
Assists in the monitoring for 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 assistance in the preparation and installation of exhibition objects;
Does related work as assigned by the supervisor.

Office Assignment **Fine Arts Division**
Position Title Laboratory Aide II
No of Vacant Position One (1)
Item No/s. NMB-LABA2-33-2016
Salary Grade 4 (PHP 14,993) SSL 2022
Place of Assignment Manila

Office Assignment **Maritime and Underwater Cultural Heritage Division**
Position Title Laboratory Aide II
No of Vacant Position One (1)
Item No/s. NMB-LABA2-35-2016
Salary Grade 4 (PHP 14,993) SSL 2022
Place of Assignment Manila

CSC Qualification Standards

Education Elementary School Graduate
Eligibility Laboratory Aide II Eligibility (MC No. 10, s. 2013 Cat III)
Experience None required
Training None required

Duties and Responsibilities
Assists in the conservation of materials of the division;
Assists in the maintenance of storage facilities of the division;

Assists in the inventory of materials of the division;
Assists in the photo documentation of the collections of the division;
Assists in the encoding in the database of the inventory of collections of the divisions; and
Does other related work as assigned by the supervisor.

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>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 **February 21, 2022 – March 4, 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:


ANNE ROSETTE G. CRELENCIA
OIC-Deputy Director-General for Museums


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