



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

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

**Office Assignment** Office of the Director, Visayas National Museums  
**Position Title** Administrative Assistant I  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADAS1-13-2021  
**Salary Grade** 7 (PHP 17,899) SSL 2022  
**Place of Assignment** Iloilo City

*CSC Qualification Standards*

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

Duties and Responsibilities
Provides administrative support to ensure efficient operation of the office;
Carries out administrative duties such as filing, copying, scanning, etc;
Routes/processes the outgoing documents and record it in the outgoing logbook;
Receives incoming documents and record it in the incoming logbook;
Assists in coordinating with internal/external clients;
Assists in monitoring and updating the inventory of supplies and materials;
Answers telephone calls; and
Performs other duties that may be assigned.

**Office Assignment** Office of the Director-General  
**Position Title** Administrative Assistant II  
**No of Vacant Position** One (1)  
**Item No/s.** NMB-ADAS2-6-2016  
**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  
**Eligibility** Career Service (Sub-Professional)/First Level Eligibility  
**Experience** 1 year of relevant experience  
**Training** 4 hours of relevant training

Duties and Responsibilities
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Prepares communications/correspondences for internal and external clientele;
Maintains organized correspondences, documents, reports and data files for references and retrieval;
Coordinates with concerned stakeholders in government;
Assists in implementing communication projects and strategies;
Receives and transmits documents/letter/requests/attachments/etc.;
Performs various administrative tasks; and
Performs other functions as may be assigned.

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**:

<p><b>Application letter</b> 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 <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 <b>at least Very Satisfactory (VS) Performance rating in the last two (2) rating period</b> from previous and current employers, if applicable</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>

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 **August 30, 2022 – September 12, 2022, 5:00 PM**. 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