

BULLETIN OF VACANT POSITIONS

In Compliance with RA 7041

Office Assignment	Exhibition, Editorial and Media Production Services Division
Position Title	Chief Administrative Officer
No of Vacant Position	One (1)
Item No/s.	NMB-CADOF-18-2016
Salary Grade	24 (PHP 90,078.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

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

Duties and Responsibilities	
Evaluates exhibition proposals submitted by the different divisions and regional/area/site museums by looking into the initial concepts, layouts, list of supplies and materials needed, and proposed budget to ensure smooth implementation of the exhibit;	
Supervises the overall implementation of the exhibition by reviewing the design and layout of the proposed exhibitions to produce complete, concise, and correct technical drawings prior to the implementation;	
Supervises the monitoring of exhibitions and galleries by reviewing/assessing the reports submitted by his/her subordinates to ensure the good condition of the National Museum exhibition halls and galleries;	
Coordinates with the concerned divisions, regional/area/site museums, and contractors to ensure the smooth implementation of the project;	
Manages the production of the design and layout of books, catalogues, journals, brochures, posters, exhibition texts, captions, and other educational materials by reviewing/proofreading the outputs to ensure that the contents are correct and aesthetically balanced;	
Organizes/manages the production of audio-visual documentation by reviewing the output of Media Production Specialists to ensure that the contents are correct to avoid misleading information;	
Endorses administrative and financial documents by checking/reviewing the documents before submitting them to the top management for approval;	
Drafts, reviews, and endorses to the top management/ Deputy Director-General for Museums office policies on museum programs concerning exhibitions, publications, and media production services;	
Reviews/evaluates/assesses the technical assistance requests before assigning the tasks to the right staff to ensure the smooth operation of the division;	

Provides technical assistance to other divisions/sections, regional/area/site museums, and other external agencies in relation to the basic function of the division; and
Performs other duties as assigned.

Office Assignment	Facilities Management Division
Position Title	Chief Administrative Officer
No of Vacant Position	One (1)
Item No/s.	NMB-CADOF-19-2016
Salary Grade	24 (PHP 90,078.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

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

Duties and Responsibilities

The Chief Administrative Officer (CAO) manages the division including its general operations, in both technical and administrative functions. As such, technical concerns must always be considered in order that all its administrative concerns are anchored in its operational decisions such as budget, schedules, assignments & other incidental functions;

Manages the daily operation of all sections of FMD; As such, the CAO presides over division meetings concerning priorities, targets, assignments, directions, project updates, etc.

Ensures conformance to internal and external policies that are applicable to the division;

Recommends approval of Division's administrative and financial documentary requirements including Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP), Division Performance Commitment & Review (DPCR);

Recommends approval of the Divisions' policies, guidelines, and project proposals on restoration projects covering infrastructure, repair, and preventive maintenance. This includes issues and concerns in the museum operational standard requirements such as but not limited to maintenance of temperature, humidity, safety, security, conservation, structural & other engineering concerns, disaster preparedness, etc.

Manages the implementation of projects, policies, and guidelines and recommend solutions to address implementation problems;

Provides technical assistance in the areas of management, preservation, and conservation of cultural properties;

Supervises coordination with various divisions regarding their technical concerns;

Oversees overall performance of the staff and the division including rating them; As such, manage the manpower assignments especially the Section Heads to conform with the division's work targets, outputs, and processes. To lead the division towards its directions and priorities;

Organizes, facilitates, and participates in various meetings including among others, technical meetings, planning sessions, staff meetings, etc.; and

Performs other tasks and functions as may be assigned from time to time.

Office Assignment	Museum Services Division
Position Title	Chief Administrative Officer

No of Vacant Position One (1)
Item No/s. NMB-CADOF-20-2016
Salary Grade 24 (PHP 90,078.00) SSL 2023
Place of Assignment Manila

CSC Qualification Standards

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

Duties and Responsibilities	
Organizes and/or supervises the implementation of approved public and educational programs planned and developed by the concerned museum division/units;	
Coordinates with the other divisions/offices on their approved public and educational programs and related museum activities for implementation;	
Manages visitor inquiries and requests for public museum services in all formats, and the handling of visitor complaints;	
Manages the library and archives services;	
Monitors efficiency of routine administrative functions, and management of the division's personnel records, property, equipment, supplies, etc.	
Writes/edits division report;	
Collaborates with other institutions regarding museum services;	
Participates in local and international trainings (seminars, symposia, conferences, and the like); and	
Does administrative and other related work.	

Office Assignment **Fine Arts Division**
Position Title Museum Curator I
No of Vacant Position One (1)
Item No/s. NMB-MUSC1-35-2007
Salary Grade 22 (PHP 71,511.00) SSL 2023
Place of Assignment Manila

CSC Qualification Standards

Education Bachelor's Degree relevant to the job
Training 16 hours of relevant training
Experience 3 years of relevant experience
Eligibility Museum Technician (MC 10, s. 2013 - Cat II)

Duties and Responsibilities	
Assists in planning, organizing, directing and supervising in the conduct of applied researches in the field of fine arts;	
Assists in the establishment and maintenance of fine arts reference material collections;	
Assists in publication of result of systematic and applied researches;	
Assists in the initiation of linkage, monitoring and collaboration of research activities with local/international research and academic institutions;	

Assists in the conduct of training of researchers in the various aspects of the discipline;
Assists in the organization meeting, symposia, seminars and workshop on the discipline;
Assists in providing technical assistance or data regarding exhibitions of fine arts materials; and
Does related work.

Office Assignment	Maritime and Underwater Cultural Heritage Division
Position Title	Museum Curator I
No of Vacant Position	One (1)
Item No/s.	NMB-MUSC1-64-2016
Salary Grade	22 (PHP 71,511.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	Museum Technician (MC 10, s. 2013 - Cat II)

Duties and Responsibilities
Assists in planning, organizing, directing and supervising in the conduct of applied researches in the field of maritime archaeology and underwater cultural heritage management;
Assists in the establishment and maintenance of maritime archaeology reference material collections;
Assists in publication of result of systematic and applied researches;
Assists in the initiation of linkage, monitoring and collaboration of research activities with local/international research and academic institutions;
Assists in the conduct of training of researchers in the various aspects of the discipline;
Assists in the organization meeting, symposia, seminars and workshop on the discipline;
Assists in providing technical assistance or data regarding exhibitions of maritime archaeology materials; and
Does related work.

Office Assignment	Exhibition, Editorial, and Media Production Services Division
Position Title	Editorial Services Section
No of Vacant Position	Administrative Officer V
Item No/s.	One (1)
Salary Grade	NMB-ADOF5-10-2016
Place of Assignment	18 (PHP 46,725.00) SSL 2023
	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional)/Second Level Eligibility

Duties and Responsibilities
Manages and supervises the editorial functions/services of the division by coordinating with concerned personnel and curatorial/research divisions;
Reviews edited texts/manuscripts by finding and correcting errors in typography, grammar, punctuation, and spelling;

Reviews translated materials by carefully examining the texts from concerned personnel and the curatorial/research division;
Reviews the laid-out texts and graphics for exhibition, publication, and other educational materials;
Checks/reviews the subtitles on audio-visual presentations;
Assists in preparing administrative and financial documents by checking/reviewing the documents before submitting them to the immediate supervisor for approval;
Provides technical assistance to other divisions/sections, regional/area/site museums, and other external agencies in relation to the basic function of the division;
Participates in and conducts talks, seminars, workshops, conferences, and other trainings for professional development; and
Performs other duties as assigned.

Office Assignment	Exhibition, Editorial, and Media Production Services Division
	Media Production Services Section
Position Title	Media Production Specialist III
No of Vacant Position	One (1)
Item No/s.	NMB-MPXS3-23-2016
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional)/Second Level Eligibility

Duties and Responsibilities
Manages the production of the design and layout of books, catalogues, journals, brochures, posters, exhibition texts, captions, and other educational materials by reviewing/proofreading the initial drafts to ensure that the contents are correct;
Supervises the production of audio-visual presentations such as virtual tours and video documentation/recording by closely coordinating with the Media Production Specialist II and I;
Manages the editing of photos and videos by closely coordinating with the Media Production Specialist II and I;
Coordinates with the immediate supervisor and the concerned divisions, regional/area/site museums, to ensure the smooth production and implementation of the project;
Assists the Exhibition and Editorial Services Sections in preparing particular proposals to produce complete, concise, and correct technical documents prior to the implementation;
Assists in the documentation of exhibit implementation by preparing photo documentation of the progress of fabrication to produce a useful reference for the drafting of the exhibition ingress/egress report;
Assists in preparing administrative and financial documents by checking/reviewing the documents before submitting them to the immediate supervisor for approval;
Provides technical assistance to other divisions/sections, regional/area/site museums, and other external agencies in relation to the basic function of the division;
Participates in and conducts talks, seminars, workshops, conferences, and other trainings for professional development; and
Performs other duties as assigned.

Office Assignment	Fine Arts Division
Position Title	Senior Museum Researcher
No of Vacant Position	One (1)
Item No/s.	NMB-SRMR-37-2007
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

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

Duties and Responsibilities

Implements and carries out the programs, activities, and projects of the Division in the areas of documentation, research, collection management, conservation, exhibitions, publications, technical assistance and others relative to the field of fine arts 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); and

Performs other functions as may be assigned or delegated by the Chief of the Division (Museum Curator II) or Management.

Office Assignment	Fine Arts Division
Position Title	Senior Museum Researcher
No of Vacant Position	One (1)
Item No/s.	NMB-SRMR-71-2016
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

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

Duties and Responsibilities

Implements and carries out the programs, activities, and projects of the Division in the areas of documentation, research, collection management, conservation, exhibitions, publications, technical assistance and others relative to the field of fine arts 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); 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 National Museum of Anthropology
Position Title	Administrative Officer V
No of Vacant Position	One (1)
Item No/s.	NMB-ADOF5-15-2016
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
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Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional)/Second Level Eligibility
Duties and Responsibilities	
Contributes in developing and implementing policies, guidelines and strategies for the continuing development of the Agency's central complex and staff;	
Recommends course of actions for enhanced administrative systems and operations;	
Prepares drafts of section accomplishment reports and provides inputs for the Agency's Annual Report;	
Prepares and/or reviews internal and external communications;	
Profiles visitors as basis for recommended actions on improvement of services;	
Conducts secondary researches on specific themes of museum exhibition and topics for writing and editing tour scripts and scripts for National Planetarium programs/shows;	
Monitors handling of Planetarium shows;	
Assists in the preparations and conduct of guides/docents programs of the Agency's central complex;	
Participates in guides/docents programs of the Agency's central complex;	
Participates in local and international seminars, training, lectures, etc relevant to museum visitor operations;	
Assigns museum guides for booked / walk-in visitors of the Agency's central complex;	
Coordinates with other divisions on lectures, workshops, and other museum events that need assistance in frontline services;	
Assists in preparing guidelines and reservation procedures;	
Ensures proper welcome of museum visitors and provision of assistance to inquiries;	
Collaborates with schools and tour coordinators to ensure delivery of high quality visitor experience through information dissemination, effective response to visitor's queries and museum guiding services;	
Monitors execution of guided tours;	
Assists in giving gallery talks to visitors of the Agency's central complex; and	
Does related work.	
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 46,725.00) SSL 2023
Place of Assignment	Manila
<i>CSC Qualification Standards</i>	
Education	Bachelor's Degree relevant to the job
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional)/Second Level Eligibility

Duties and Responsibilities	
Represents the division whenever assigned by the CAO;	
Initiates projects for the division for review by the Supervising Administrative Officer and approval by the Administrative Officer;	
Attends and participates actively in technical planning within the division;	
Ensures proper coordination & integration to the three (3) clusters of the division;	
Acts as coordinator for conservation to the various divisions of NM. It includes the 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: <ol style="list-style-type: none"> Compliance with the approved policies/guidelines relative to the conservation management; Proposes targets/plans relative to conservation, including its integration; and Preparation of the proposed budget of the various divisions related to the conservation of resources such as manpower, materials, equipment, types of machinery, etc.; 	
In-charge of conservation works and services including representation to the agencies whenever assigned to the CAO;	
Provide technical assistance within the NM & to other agencies as approved by the CAO;	
Attends seminars, workshops, trainings, symposiums & other related activities as approved by the CAO; and	
Perform other tasks as may be required from time to time.	

Office Assignment	Museum Services Division
Position Title	Librarian II
No of Vacant Position	One (1)
Item No/s.	NMB-LIB2-37-2007
Salary Grade	15 (PHP 36,619.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	RA 1080 (Librarian)

Duties and Responsibilities	
Answers reference questions involving research;	
Services reference materials;	
Assists readers in the use of indexes, bibliographies and other reference tools;	
Compiles lists of reference and bibliographies;	
Selects and recommends reference materials for acquisitions;	
Gathers scientific and technical information to be used in research work;	

Maintains progress records of curator researches;
Prepares reports and other information materials;
Performs other function as provided by RA 11333; and
Does other related work.

Office Assignment	Office of the Director-General
Position Title	Legal Assistant III
No of Vacant Position	One (1)
Item No/s.	NMB-LEA3-7-2016
Salary Grade	14 (PHP 33,843.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Training	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
Experience	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research
Eligibility	Career Service (Professional)/Second Level Eligibility

Duties and Responsibilities
Performs research works on various legislative bills and proposals that may affect National Museum's programs and projects;
Assists in the drafting of agreements, contracts, legal forms and other related documents and recommend its approval;
Assists in the investigation of administrative cases upon instruction from superior;
Makes and monitors transcriptions of all recorded hearings conducted by the Legal Division;
Organizes and monitors the records or files of all administrative cases being handled by the Legal Division; and
Performs other related functions.

Office Assignment	Office of the Director-General
Position Title	Computer Maintenance Technologist I
No of Vacant Position	One (1)
Item No/s.	NMB-CTMT1-5-2007
Salary Grade	11 (PHP 27,000) SSL 2023
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
Troubleshoots and repairs computer systems (hardware and software), peripherals, and network;

Conducts regular monitoring of the computer's actual capabilities to prevent breakdown occurrence and to ensure optimization of its systems.
Installs, tests and evaluates new software systems to improve the computer's operating system efficiency and function:
Performs other preventive maintenance activities; and
Does related work.

Office Assignment	Research, Collection and Conservation Management Division
Position Title	Administrative Officer II
No of Vacant Position	One (1)
Item No/s.	NMB-ADOF2-19-2016
Salary Grade	11 (PHP 27,000.00) SSL 2023
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
Assists in the implementation and enforcement of PD374 (RA 4846), 260, 756, 1109, 1492, 996, 1603 and 1726 and RA 11333, RA 10066 and RA 9105;
Assists in the establishment and maintenance of registry of cultural properties;
Assists in the coordination with other government agencies in the enforcement of cultural laws;
Assists in the monitoring of the movement of cultural properties in the country and abroad;
Assists in the conduct of researches relative to the protection, preservation and documentation of cultural properties;
Attends meetings, seminars, workshops and symposium relative to heritage preservation and protection;
Provides technical assistance; and
Assists in the issuance of licenses, authorizations and certifications.

Office Assignment	Museum Services Division
Position Title	Administrative Assistant III
No of Vacant Position	One (1)
Item No/s.	NMB-ADAS3-8-2016
Salary Grade	9 (PHP 21,211.00) SSL 2023
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

Assist in monitoring volunteers and their assigned tasks;
Assist in preparing targets and work schedules for volunteers;
Maintains documents including monitoring and evaluation forms of volunteers;
Assist in the preparation of section's reports;
Participate in local and international trainings; and
Does other related work.

Office Assignment	Office of the Director National Museum of Natural History
Position Title	Museum Guide
No of Vacant Position	One (1)
Item No/s.	NMB-MUSG-75-2007
Salary Grade	9 (PHP 21,211.00) SSL 2023
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 lecture and gallery talks on specific themes of museum exhibition and general information about the museum and explains the significance of museum objects on exhibits;
Conducts additional research to update on recent studies on specific themes of museum exhibitions and topics for the preparation of tour scripts, lectures, and audiovisuals shows;
Guides the visitor to the museum exhibitions, lectures, demonstrations, film shows, and other educational services;
Assists in the monitoring exhibit items and protecting them from defacement, vandalism, and 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 guest during formal openings of the exhibition 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 the 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 specimens requiring conservation activities; and
Does related work.

Office Assignment	Ethnology Division
Position Title	Museum Technician II

No of Vacant Position Three (3)
Item No/s. NMB-MUST2-34-2021
 NMB-MUST2-67-2016
 NMB-MUST2-74-2016
Salary Grade 8 (PHP 19,744.00) SSL 2023
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 Museum Technician (MC 10, s. 2013 - Cat II)

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 of the 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 the 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; and	
Does related work as assigned by the supervisor.	

Office Assignment **Fine Arts Division**
Position Title Museum Technician II
No of Vacant Position Two (2)
Item No/s. NMB-MUST2-64-2016
 NMB-MUST2-78-2016
Salary Grade 8 (PHP 19,744.00) SSL 2023
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 Museum Technician (MC 10, s. 2013 - Cat II)

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 of the 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 the 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; and
Does related work as assigned by the supervisor.

Office Assignment	Museum Services Division
Position Title	Administrative Assistant II
No of Vacant Position	Three (3)
Item No/s.	NMB-ADAS2-24-2016 NMB-ADAS2-25-2016 NMB-ADAS2-26-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
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
Takes charge of in-coming and out-going records and files;
Answer telephone calls;
Assists in coordinating and implementing public museum services;
Takes charge of the procurement of the office supplies, materials, and equipment and its distribution to Division personnel;
Proofreads Division's reports and other written documents;
Participates in local and international trainings; and
Does other related work.

Office Assignment	Museum Services Division
Position Title	Electronics and Communications Equipment Technician II
No of Vacant Position	One (1)
Item No/s.	NMB-ECET2-52-2007
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Completion of two years 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	Electronics Equipment Technician (MC 10, s. 2013 - Cat II)
Duties and Responsibilities	
Takes charge of the general maintenance of all audio-visual electronics and communications equipment of the division;	
Operate said equipments in museum events and activities;	
Maintains logbook and prepare reports on the use and condition of said equipment;	
Assists in the implementation of the division's programs and activities;	
Regularly monitors galleries; and	
Does other museum work as may be assigned from time to time.	

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 19,744.00) SSL 2023
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	
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, and industry for Museum related activities;	
Assists in implementing communication projects and strategies;	
Receives and transmits documents/letters/requests/attachments/etc.;	
Manages section's incoming and outgoing correspondence; and	
Performs various administrative tasks; and	
Performs other functions as may be assigned.	

Office Assignment	Office of the Director-General
Position Title	Planning Assistant
No of Vacant Position	One (1)
Item No/s.	NMB-PLA-8-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
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	
Provides technical assistance and support in the preparation of technical documents, reports, and activities of the office;	
Collects, processes, consolidates generated periodic reports of all executive and operating offices/units;	
Gathers essential information and data from other agencies, institutions and other external sources as input in policy formulation, discussion, and report generation;	
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, industry for Museum related activities; and	
Performs other functions as may be assigned.	
Office Assignment	Office of the Director National Museum of Anthropology
Position Title	Administrative Assistant II
No of Vacant Position	One (1)
Item No/s.	NMB-ADAS2-35-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	
<i>CSC Qualification Standards</i>	
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 guides/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 work.

Office Assignment	Office of the Director National Museum of Natural History
Position Title	Administrative Assistant II
No of Vacant Position	One (1)
Item No/s.	NMB-ADAS2-32-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	

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 work.

Office Assignment	Facilities Management Division
Position Title	Administrative Aide IV (Bookbinder II)
No of Vacant Position	One (1)
Item No/s.	NMB-ADA4-19-2016
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

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

Duties and Responsibilities

Responsible for sorting, compiling, binding, and safekeeping of reports and other documents;

Assists in organizing and labeling 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.

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:**

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

3 copies of 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)** (2 copies to be retained)

PDS, WES and Notarization shall bear the same date within the period of publication only.

Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from bit.ly/NMPRecruitment2021_Forms.

Please combine the PDF copies of your Personal Data Sheet (PDS) and Work Experience Sheet (WES) into a single file.

Scanned copy/ies of **Certificate of Eligibility/board rating/valid license**

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

Scanned copy/ies of previous and current **employment certificates** with duties and responsibilities, if applicable

For multiple documents, please combine the PDF copies of these into a single file
Scanned copy/ies of two (2) recent performance ratings from previous and current employers
For multiple documents, please combine the PDF copies of these into a single file.
Scanned copy/ies of relevant training/seminar certificates
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 1, 2023 to February 13, 2023 until 5:00 PM only**. 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.

Originally signed
ZENDY MAE B. GARCIA-BUDHI
 Chief Administrative Officer
 Human Resource Management Division

Noted by:

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

Originally signed
JORELL M. LEGASPI
 Deputy Director-General for Museums