

BULLETIN OF VACANT POSITIONS

In Compliance with RA 7041

Position Title	Administrative Assistant II
No of Vacant Position	One (1)
Item No/s.	NMB-ADAS2-14-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Division	Human Resource Management Division
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
Drafts/Types communication;
Receives, sorts, and files communications and other documents;
Disseminates documents/letters/correspondences;
Takes charge of the reproduction of materials;
Maintains 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 and responsibilities as may be 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>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)</p> <p><i>PDS, WES and Notarization shall be dated 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 style="text-align: center;">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 style="text-align: center;">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 **February 20, 2023 to March 6, 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 be dated within the period of publication only.

Original signed

ZENDY MAE B. GARCIA-BUDHI

Chief Administrative Officer

Human Resource Management Division