

BULLETIN OF VACANT POSITIONS

In Compliance with RA 7041

Office Assignment

Office of the Director, Mindanao National Museums Sulu Archipelago Area Museum and Satellite Office

(Jolo, Sulu)

Position Title

Administrative Officer V

No of Vacant Position Item No/s.

One (1)

Salary Grade

NMB-ADOF5-29-2016 18 (46,725.00) SSL 2023

Place of Assignment

Jolo, Sulu

CSC Qualification Standards

Education

Bachelor's Degree relevant to the job

Training Experience

8 hours of relevant training 2 years of relevant experience

Eligibility

Career Service (Professional)/ Second Level Eligibility

Leadership Competencies

L1 - Building Collaborative, Inclusive Working Relationships (Basic)

L2 - Creating and Nurturing a High-Performing Organization (Basic)

L3 - Leading Change (Basic)

L4 - Managing Performance and Coaching for Results (Basic)

L5 - Thinking Strategically and Creatively (Basic)

Core Competencies

C1 - Delivering Professional and Excellent Service (Advanced)

C2 - Exemplifying Integrity (Advanced) C3 - Personal Effectiveness (Advanced)

C4 - Solving Problems and Making Decisions (Advanced)

Functional Competencies F1 - Budget Administration and Control (Basic) F8 - Communicating Effectively (Advanced)

F9 - Digital Literacy (Basic)

F14- General Administration and Support Services

Management (Advanced)

F26- Policy Management (Intermediate)

F30- Regional Administration and Operations Management (Advanced)

F34- Technical Writing (Advanced)

Duties and Responsibilities

Supervises all NM personnel in the Area Museum (Provincial Jurisdiction) in the performance of their respective functions including assigned tasks;

Monitors/Supervises as the case maybe contractual(s) and non-organic personnel working in the Area Museum i.e. janitor(s), security guards unless, in case of the latter, a security officer has been designated;

Prepares the proposed budget/projects, programs, plans of activities and Annual/Supplemental Procurement Program of the Office (PPMP) and the implementation and monitoring of the same;

Examines, Evaluates, Reviews all documents prior to signing the same and forwarding them to the Regional Administration and Operations Division (RAOD);

Acts as Disbursing/Collecting Officer of the Office;



Proposes appropriate policies and appropriate actions to RAOD concerning the Office procedures processes actions, issues and concerns of the Office;

Ensures that buildings, premises and collections are well maintained and taken care of;

Implements Office, CSC, COA and other laws, policies, rules and regulation, other government agencies in so far as operations of the Area Museum is concerned, and conduct inquiry and report appropriate actions to the RAOD/Central Office;

Does other related supervisory works.

Office Assignment

Office of the Director, Mindanao National Museums

Sulu Archipelago Area Museum and Satellite Office

(Jolo, Sulu)

Position Title

Information Officer II

No of Vacant Position

One (1)

Item No/s.

Salary Grade

NMB-INFO2-24-2016

15 (36,619.00) SSL 2023

Place of Assignment

Jolo, Sulu

CSC Qualification Standards

Education

Bachelor's Degree

Training

4 hours of relevant training 1 year of relevant experience

Experience Eligibility

Career Service (Professional)/ Second Level Eligibility

Core Competencies

C1 - Delivering Professional and Excellent Service (Intermediate)

C2 - Exemplifying Integrity (Intermediate) C3 - Personal Effectiveness (Intermediate)

C4 - Solving Problems and Making Decisions (Intermediate)

Functional Competencies F5 -Collaboration and Networking (Advanced) F8 - Communicating Effectively (Advanced)

F9 - Digital Literacy (Intermediate)

F10-Editorial and Media Production (Intermediate)

E16-Information, Education, and Communication (IEC) Materials Development and Management (Intermediate)

F20- Interpretive Writing (Advanced)

F24- Media and Public Relations (Advanced)

F30- Regional Administration and Operations Management (Intermediate)

_F34- Technical Writing (Advanced)

Duties and Responsibilities

Assists the Administrative Officer in planning, implementing, and coordinating an integrated promotional program to promote the national Museum;

Writes news and photo releases submitted to media (newspapers, radio/TV) about museum programs, projects, and activities;

Writes feature articles for publication in the museum newsletters and other museum cultural magazines;

Writes exhibition texts, captions and labels in layman's language both Filipino and English to Filipino and vice versa;



Performs public relations and public information work for the museum;

Coordinates with other government offices, cultural and educational institutions, and agencies on matters related to the educational campaign, information dissemination, and promotion of the museums;

Participates in programs, seminars, workshops, and meetings to promote the National Museum and to educate the public:

Takes charge of addressing and sending out invitations/posters for museum guests and visitors to exhibit opening:

Takes charge of the exchanges, complimentary issues and consignments of museum publications, draft communications relative thereto and take periodic inventory;

Does related work.

Office Assignment

Office of the Director, Mindanao National Museums Sulu Archipelago Area Museum and Satellite Office

(Jolo, Sulu)

Position Title

No of Vacant Position

Item No/s.

Salary Grade Place of Assignment

Administrative Assistant III One (1)

NMB-ADAS3-18-2016

9 (21,211.00) SSL 2023 Jolo, Sulu

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 Eliaibility

1 year of relevant experience

Core Competencies

Career Service (Sub-Professional)/First Level Eligibility C1 - Delivering Professional and Excellent Service (Basic)

C2 - Exemplifying Integrity (Basic) C3 - Personal Effectiveness (Basic)

C4 - Solving Problems and Making Decisions (Basic)

Functional Competencies F8 - Communicating Effectively (Basic)

F9 - Digital Literacy (Basic)

F14- General Administration and Support Services

Management (Basic)

F29- Records and Documents Management (Intermediate)

Duties and Responsibilities

Performs highly skilled and responsible clerical work such as encoding, powerpoint presentation, etc.

Takes charge in the records management of the Office;

Supervises the works of medium sized group of clerical workers/engineering aide;



Assists in the preparation of documents and other communications of the Office;

Takes charge in the receiving, recording, routing, monitoring and releasing of documents and communications to and from the Office;

Attends to visitors concerns, minor queries, and other public services;

Does other related assigned works.

Office Assignment

Office of the Director, Mindanao National Museums Sulu Archipelago Area Museum and Satellite Office

(Joio, Sulu)

Position Title

Museum Guide

No of Vacant Position

One (1)

Item No/s. Salary Grade

NMB-MUSG-80-2007 9 (21,211.00) SSL 2023

Place of Assignment

Jolo, Sulu

CSC Qualification Standards

Education

Completion of two years studies in college

Training

4 hours of relevant training

Experience Eligibility

1 year of relevant experience Career Service (Sub-Professional)/ First Level Eligibility

Core Competencies

C1 - Delivering Professional and Excellent Service (Basic)

C2 - Exemplifying Integrity (Basic) C3 - Personal Effectiveness (Basic)

C4 - Solving Problems and Making Decisions (Basic)

Functional Competencies F4 - Client Feedback Analysis (Basic)

F7- Collections Management (Basic) F8 - Communicating Effectively (Basic)

F9 - Digital Literacy (Basic) F20- Interpretive Writing (Basic)

F29- Records and Documents Management (Basic)

F35- Tour Script Writing (Intermediate)

F36- Visitor Operations Administration (Basic)

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 recent studies on specific themes of 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, 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/Responds to public inquiries and requests for museum services;

Participates in local and international seminars, training, lectures, etc., relevant to museum visitor operations:

Helps in addressing and distributing educational or promotional materials;

Monitors status and conditions of exhibit items and reports specimens requiring conservation activities:

Does related work.

Office Assignment

Office of the Director, Mindanao National Museums Sulu Archipelago Area Museum and Satellite Office

(Jolo, Sulu)

Position Title

Museum Technician II

No of Vacant Position

One (1)

Item No/s.

NMB-MUST2-97-2016

Salary Grade

Place of Assignment

(19,744.00) SSL 2023

Jolo, Sulu

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)

Core Competencies

C1 – Delivering Professional and Excellent Service (Basic)

C2 - Exemplifying Integrity (Basic) C3 - Personal Effectiveness (Basic)

C4 - Solving Problems and Making Decisions (Basic)

Functional Competencies F6 - Collection Conservation Theory and Practice (Basic)

F7- Collections Management (Basic) F8 - Communicating Effectively (Basic)

F9 - Digital Literacy (Basic)

F14- General Administration and Support Services

Management (Basic)

F21- Laboratory Management (Basic)

Duties and Responsibilities

Takes charge in the maintenance of National Collections;



Assists in the activities of NM/Regional Satellite Office researchers;

Provides technical assistance in the exhibition activities;

Takes responsibility in the maintenance of storage facilities;

Assists in the National Museum collections database and other IT concerns;

Takes charge in the procurement of supplies necessary in the maintenance of National Museum collections; and

Does other related assigned works.

Interested applicants must submit the following via online to recruitment.nmpregion@gmail.com, 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 be dated 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 March 14, 2023 to April 3, 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

- 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.

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