



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

Office Assignment	Human Resource Management Division
Position Title	Chief Administrative Officer
No. of Vacant Position	One (1)
Item No/s.	NMB-CADOF-15-2016
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 training/learning and development intervention
Experience	4 years of supervisory/management experience
Eligibility	Career Service (Professional)/Second Level Eligibility
Leadership Competencies	L1 – Building Collaborative, Inclusive Working Relationships (<i>Advanced</i>) L2 – Creating and Nurturing a High-Performing Organization (<i>Advanced</i>) L3 – Leading Change (<i>Intermediate</i>) L4 – Managing Performance and Coaching for Results (<i>Advanced</i>) L5 – Thinking Strategically and Creatively (<i>Advanced</i>)
Core Competencies	C1 – Delivering Professional and Excellent Service (<i>Advanced</i>) C2 – Exemplifying Integrity (<i>Advanced</i>) C3 – Personal Effectiveness (<i>Advanced</i>) C4 – Solving Problems and Making Decisions (<i>Advanced</i>)
Functional Competencies	F1 - Budget Administration and Control (<i>Basic</i>) F8 - Communicating Effectively (<i>Superior</i>) F9 -Digital Literacy (<i>Basic</i>) F15 - Human Resource Management and Development (<i>Superior</i>) F26 - Policy Management (<i>Advanced</i>) F29 - Records and Documents Management (<i>Intermediate</i>) F34 - Technical Writing (<i>Advanced</i>)

Duties and Responsibilities
Supervises the day-to-day operations of the Division;
Assists and advises the head of the Agency, in the development, formulation, and execution of policies, rules, and regulations in all areas of personnel management in accordance with the Civil Service law and rules;
Assists the head of the Agency in the development and implementation of systems on recruitment, selection and placement, performance management, learning and development, and rewards and recognition;
Implements comprehensive and balanced personnel development programs designed to raise the level of efficiency, effectiveness, and morale of the personnel;
Implements the position classification and compensation system (as prescribed by the Department of Budget and Management) and other employee welfare programs such as medical and hospitalization benefits, health and safety standards, disability, retirement, and other benefits;

Helps create an atmosphere conducive to good supervisor-employee relations and improvement of employee's welfare and morale and recognizes the employee's right to self-organization;
Maintains a complete and up-to-date personnel information system; and
Liaises with the Civil Service Commission on personnel-related matters.

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 work experience
Eligibility	Museum Technician (MC 10, s. 2013 - Cat II)
Leadership Competencies	L1 – Building Collaborative, Inclusive Working Relationships (<i>Intermediate</i>) L2 – Creating and Nurturing a High-Performing Organization (<i>Intermediate</i>) L3 – Leading Change (<i>Intermediate</i>) L4 – Managing Performance and Coaching for Results (<i>Intermediate</i>) L5 – Thinking Strategically and Creatively (<i>Intermediate</i>)
Core Competencies	C1 – Delivering Professional and Excellent Service (<i>Advanced</i>) C2 – Exemplifying Integrity (<i>Advanced</i>) C3 – Personal Effectiveness (<i>Advanced</i>) C4 – Solving Problems and Making Decisions (<i>Advanced</i>)
Functional Competencies	F6 – Collection Conservation Theory and Practice (<i>Advanced</i>) F7 – Collections Management (<i>Advanced</i>) F8 – Communicating Effectively (<i>Advanced</i>) F9 – Digital Literacy (<i>Basic</i>) F11 – Exhibition Development (<i>Advanced</i>) F12 – Exhibition Production (<i>Intermediate</i>) F21 – Laboratory Management (<i>Superior</i>) F26 – Policy Management (<i>Advanced</i>) F27 – Programs and Events Management (<i>Intermediate</i>) F28 – Publication Production (<i>Advanced</i>) F31 – Research Design and Implementation (<i>Advanced</i>) F34 – Technical Writing (<i>Advanced</i>)

Duties and Responsibilities
Assists the Chief of the Division (Museum Curator II) in planning, organizing, directing, supervising, implementing and carrying out the programs, activities and projects of the Division in the areas of documentation, research, collections management, conservation, exhibitions, publications, technical assistance and others relative to the field of Fine Arts within the mandate of agency.
Acts as Chief of the Division (Museum Curator II) in his/her absence, unless otherwise provided for by Management.
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, Visayas National Museums
Central Visayas Regional Museum and Satellite
Office (Dumaguete, Negros Oriental)**

Position Title Administrative Officer V
No. of Vacant Position One (1)
Item No/s. NMB-ADOF5-19-2016
Salary Grade 18 (PHP 46,725.00) SSL 2023
Place of Assignment Dumaguete, Negros Oriental

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

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 in the performance of their respective functions including assigned task;	
Supervises contractual(s) and non-organic personnel working in the Area Museum i.e janitor(s), security guards unless, in case of a letter, 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 cared 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 Human Resource Management Division
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
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

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 F8 – Communicating Effectively (*Basic*)
F14- General Administration and Support Services Management (*Basic*)
F29- Records and Documents Management (*Intermediate*)

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.	

Office Assignment Office of the Director, Visayas National Museums
Central Visayas Regional Museum and Satellite
Office (Cebu City)
Position Title Engineering Aide
No. of Vacant Position One (1)
Item No/s. NMB-ENGA-32-2016
Salary Grade 4 (PHP 15,586.00) SSL 2023
Place of Assignment Cebu City

CSC Qualification Standards

Education High School Graduate or Completion of relevant vocational/trade course
Training None required
Experience None required
Eligibility None required (MC 10, s. 2013 - Cat III)

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

F2 – Building and Facilities Maintenance Management (*Basic*)

Duties and Responsibilities
Assists in the maintenance/repair of Museum facilities, bldgs., offices etc.;
Ensures the maintenance of cleanliness and proper sanitation within and through the museum premises;
Assists in the maintenance of National collections;
Assists in the administrative functions such as messenger/courier services and other similar tasks;
Assists National Museum field workers in the conduct/implementation of Museum projects/activities; and
Does other related assigned works.

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>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) (<i>2 copies to be retained</i>)</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>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> <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>

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 from **April 3, 2023 to April 15, 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 date within the period of publication only.


ATTY. MA ROSENNE M. FLORES-AVILA
Chairperson, HRMPSB 