



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BULLETIN OF VACANT POSITIONS

In Compliance with RA 7041

Office Assignment	Office of the Director-General
Position Title	Planning Officer II
No. of Vacant Position	One (1)
Item No/s.	NMB-PLO2-6-2016
Salary Grade	15 (PHP 36,619.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Servicé (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	F4 – Client Feedback Analysis (Intermediate) F5 – Collaboration and Networking (Basic) F8 – Communicating Effectively (Intermediate) F9 – Digital Literacy (Basic) F25 – Monitoring and Evaluation (Intermediate) F32 – Risk Management (Basic) F34 – Technical Writing (Intermediate)

Duties and Responsibilities
Directs and reviews the preparation of short and long range plans and programs, technological/ technical and administrative projects of the agency;
Participates in the formulation of criteria for determining priorities for proposed projects and reviews for the selection of capital projects for funding and execution;
Studies and reviews existing programs and projects of the Agency;
Gathers and analyzes essential information and data from other agencies. institution and other external resources as input policy formulation, discussion and report generation;
Directs the preparation and submission of reports related to the different projects, activities and programs of the Agency for monitoring and reporting purposes;

Participates in meetings, conferences, fora, seminars and workshops related with area of work; and
Does related duties.

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
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) F8 – Communicating Effectively (Basic) F9 – Digital Literacy (Basic) F25–Monitoring and Evaluation (Basic) F29–Records and Documents Management (Basic)

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.	

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 bear the date 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>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 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 from **April 19, 2023 to May 1, 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
HRMPSB, Chairperson 