



**PAMBANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

**National Museum of the Philippines**

**BULLETIN OF VACANT POSITIONS**

**Contract of Service (COS) positions:**

**Position Title** : **Administrative Assistant III**  
**No. of Positions** : One (1)  
**Status** : Contract of Service  
**Salary Grade** : SG 9  
**Monthly Salary** : Php 21,211 (SSL 2023)  
**Duration** : June 1, 2023, to December 31, 2023 (7 months)  
**Office Assignment** : Human Resource Management Division  
**Reporting to** : Chief Administrative Officer and Supervising Administrative Officer  
**Subordinate(s)** : None

**NMP-Preferred Qualification**

**Education** : Completion of 2 years studies in college  
**Work Experience** : 1-year relevant experience (preferred but not required)  
**Training** : 4-hours relevant training (preferred but not required)  
**Eligibility** : CS Sub-Professional/1st level eligibility (preferred but not required)

**Duties and Functions**

1. Assists the HRMPSB Secretariat in the assessment of recruitment, selection, and placement;
2. Assists in the administration of written examination and HRMPSB interview;
3. Drafts assessment table for each vacant position;
4. Drafts minutes of the meeting of the HRMPSB recruitment meetings;
5. Keep tabs on received communications through recruitment email from time to time;
6. Schedules and coordinates with the HRMPSB Members;
7. Checks completion of submission of the application documents of the applicants;
8. Collates and consolidates rating sheets of the HRMPSB Members;
9. Collates and consolidates submission of documents of applicants;
10. Arranges, files, and sorts hard copies and soft copies applications;
11. Does other work assigned by the supervisor.

**Position Title** : **Administrative Assistant II**  
**No. of Position** : One (1)  
**Status** : Contract of Service  
**Salary Grade** : SG 8  
**Monthly Salary** : Php 19,744(SSL 2023)  
**Duration** : June 1, 2023, to December 31, 2023 (7 months)  
**Office Assignment** : Human Resource Management Division

Reporting to : Chief Administrative Officer and Supervising Administrative Officer  
Subordinate(s) : None

**NMP-Preferred Qualification**

Education : Completion of 2 years studies in college  
Work Experience : 1-year relevant experience (preferred but not required)  
Training : 4-hours relevant training (preferred but not required)  
Eligibility : CS Sub-Professional/1st level eligibility (preferred but not required)

**Duties and Functions**

1. Assists in records keeping and maintenance of files;
2. Assists in the processing of SSS Documents of cos - employees (Daily Time Record and Leave);
3. Assists in the maintenance of attendance records and personnel movement;
4. Assists in the recording/processing of the incoming and outgoing communications/letters for distribution/dissemination to concerned agency and/or identify;
5. Reproduces documents for distribution to concerned divisions/agency and other entities;
6. Drafts communications and consolidates reports;
7. Assists in the canvassing of materials for the conduct of HRMD events/activities;
8. Assist in the preparation/processing of reimbursements.
9. Performs other duties and responsibilities as may be assigned by the immediate supervisor.

**Position Title** : **Administrative Assistant I**  
**No. of Position** : One (1)  
**Status** : Contract of Service  
**Salary Grade** : SG 7  
**Monthly Salary** : Php 18,620(SSL 2023)  
**Duration** : June 1, 2023, to December 31, 2023 (7 months)  
**Office Assignment** : Human Resource Management Division  
**Reporting to** : Chief Administrative Officer and Supervising Administrative Officer  
**Subordinate(s)** : None

**NMP-Preferred Qualification**

Education : High School Graduate or Completion of relevant / vocational / trade course  
Work Experience : None  
Training : None  
Eligibility : CS Sub-Professional/1st level eligibility (preferred but not required)

1. Assists the HRMPSB Secretariat in the assessment of recruitment, selection, and placement;
2. Receives and records incoming and outgoing documents;
3. Encode received incoming and outgoing documents in excel/sheets;

4. Keeps and files soft and hard copies of documents;
5. Digitized PSB documents;
6. Sorting of uploaded documents in the recruitment Google Drive;
7. Routes documents;
8. Receives phone calls; and
9. Does other work assigned by the supervisor.

Interested applicants must submit the following via online to [recruitment@nationalmuseum.gov.ph](mailto:recruitment@nationalmuseum.gov.ph), with the subject line **Position – Surname, First Name, Middle Initial**:

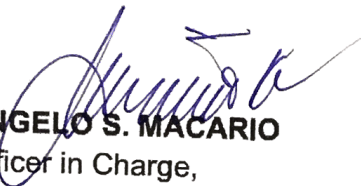
<p>Application letter addressed to the Deputy Director-General for Administration, indicating the position applied for, item number, and name of the division.</p> <p style="text-align: center;"><b>ANGELO S. MACARIO</b> Officer-In-Charge, HRMD National Museum of the Philippines</p>
<p>1 copy of Duly notarized and properly accomplished CS Form No. 212, Revised 2017 or <b>Personal Data Sheet (PDS)</b> with most recent photo and <b>Work Experience Sheet (WES)</b> <b>PDS, WES and Notarization shall bear the same date within the period of publication only.</b></p> <p>Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from <a href="http://bit.ly/NMPRecruitment2021_Forms">bit.ly/NMPRecruitment2021_Forms</a>.</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 <b>Certificate of Eligibility/board rating/valid license</b>, if any</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 <b>employment certificates</b> 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 of <b>relevant training/seminar certificates</b></p> <p>Trainings/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>Scanned copy of <b>diploma and transcript of records</b></p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>

Applicants must meet the qualifications and submit on **April 27, 2023 – May 10, 2023.** 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. *Other documents must be available upon request:*
  1. *NBI clearance*
  2. *Valid Government ID*
  3. *Birth Certificate*
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.*



**ANGELO S. MACARIO**

Officer in Charge,  
Human Resource Management Division