

BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

Office Assignment

Position Title

No of Vacant Position

Item No/s.

Salary Grade

Place of Assignment

Office of the Director, Mindanao National Museums - Eastern-Northern Mindanao Regional Museum and Satellite Office (Butuan City)

Museum Researcher II

One (1)

NMB-MUSR2-66-2007

14 (PHP 33,843.00) SSL 2023

Butuan City

CSC Qualification Standards

Education

Training

Experience

Eligibility

Bachelor's Degree

4 hours of relevant training

1 year of relevant experience

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 (Intermediate)

F6 – Collection Conservation Theory and Practice (Intermediate)

F7 – Collections Management (Intermediate)

F8 – Communicating Effectively (Intermediate)

F9 – Digital Literacy (Intermediate)

F11 – Exhibition Development (Basic)

F12 – Exhibition Production (Basic)

F16 – Information, Education and Communications (IEC) Materials Development and Management (Intermediate)

F21 – Laboratory Management (Intermediate)

F26 – Policy Management (Basic)

F28 – Publication Production (Intermediate)

F29 – Records and Documents Management (Basic)

F31 – Research Design and Implementation (Intermediate)

F34 – Technical Writing (Intermediate)

F35 – Tour Script Writing (Advanced)

Duties and Responsibilities
Conducts scientific research in the field of museum and site management;
Conducts research in specialized fields;
Conducts fieldwork to assist research and development in the physical and natural sciences, as well as anthropological studies;
Administers and supervises the sites and regional museums personnel involved in the maintenance of the sites;

Disseminates educational information through lectures seminars and guided tours;
Prepares brochures, handouts, posters, and other information materials for printing;
Performs other functions as provided by R.A. No. 11333 and other related laws; and
Does related work.

Office Assignment	Office of the Director, Mindanao National Museums - Western-Southern Mindanao Regional Museum and Satellite Office (Zamboanga City)
Position Title	Museum Researcher II
No of Vacant Position	One (1)
Item No/s.	NMB-MUSR2-62-2007
Salary Grade	14 (PHP 33,843.00) SSL 2023
Place of Assignment	Zamboanga City

CSC Qualification Standards

Education	Bachelor's Degree
Training	4 hours of relevant training
Experience	1 year of relevant 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 (Intermediate)
- F6 – Collection Conservation Theory and Practice (Intermediate)
- F7 – Collections Management (Intermediate)
- F8 – Communicating Effectively (Intermediate)
- F9 – Digital Literacy (Intermediate)
- F11 – Exhibition Development (Basic)
- F12 – Exhibition Production (Basic)
- F16 – Information, Education and Communications (IEC) Materials Development and Management (Intermediate)
- F21 – Laboratory Management (Intermediate)
- F26 – Policy Management (Basic)
- F28 – Publication Production (Intermediate)
- F29 – Records and Documents Management (Basic)
- F31 – Research Design and Implementation (Intermediate)
- F34 – Technical Writing (Intermediate)
- F35 – Tour Script Writing (Advanced)

Duties and Responsibilities
Conducts scientific research in the field of museum and site management;
Conducts research in specialized fields;
Conducts fieldwork to assist research and development in the physical and natural sciences, as well as anthropological studies;
Administers and supervises the sites and regional museums personnel involved in the maintenance of the sites;

Disseminates educational information through lectures seminars and guided tours;
Prepares brochures, handouts, posters, and other information materials for printing;
Performs other functions as provided by R.A. No. 11333 and other related laws; and
Does related work.

Office Assignment	Office of the Director, Mindanao National Museums - Eastern-Northern Mindanao Regional Museum and Satellite Office (Butuan City)
Position Title	Museum Guide
No of Vacant Position	One (1)
Item No/s.	NMB-MUSG-77-2007
Salary Grade	9 (PHP 21,211.00) SSL 2023
Place of Assignment	Butuan City

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)
- F7 – Collections Management (Basic)
- F8 – Communicating Effectively (Intermediate)
- F16 – Information, Education and Communications (IEC) Materials Development and Management (Basic)
- F20 – Interpretive Writing (Basic)
- F25 – Monitoring and Evaluation (Intermediate)
- 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, Northern Luzon National Museums - Batanes Area Museum and Satellite Office (Uyugan, Batanes)
Position Title	Museum Guide
No of Vacant Position	One (1)
Item No/s.	NMB-MUSG-4-2015
Salary Grade	9 (PHP 21,211.00) SSL 2023
Place of Assignment	Uyugan, Batanes

<i>CSC Qualification Standards</i>	
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)
 - F7 – Collections Management (Basic)
 - F8 – Communicating Effectively (Intermediate)
 - F16 – Information, Education and Communications (IEC) Materials Development and Management (Basic)
 - F20 – Interpretive Writing (Basic)
 - F25 – Monitoring and Evaluation (Intermediate)
 - 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, Central-Southern Luzon and MIMAROPA National Museums - Bicol Regional Museum and Satellite Office (Daraga, Albay)
Position Title	Museum Technician II
No of Vacant Position	One (1)
Item No/s.	NMB-MUST2-87-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	Daraga, Albay

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)
- 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.

Office Assignment	Office of the Director, Mindanao National Museums - Western-Southern Mindanao Regional Museum and Satellite Office (Zamboanga City)
Position Title	Museum Technician II
No of Vacant Position	One (1)
Item No/s.	NMB-MUST2-93-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	Zamboanga City

<i>CSC Qualification Standards</i>	
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)
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.

Office Assignment	Office of the Director, Central-Southern Luzon and MIMAROPA National Museums - Tabon Caves Area Museum and Satellite Office (Quezon, Palawan)
Position Title	Museum Technician II
No of Vacant Position	One (1)
Item No/s.	NMB-MUST2-86-2016

Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	Quezon, Palawan
<i>CSC Qualification Standards</i>	
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)
 - 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.

Office Assignment	Office of the Director, Central-Southern Luzon and MIMAROPA National Museums - Angono-Binangonan Petroglyphs Site Museum and Satellite Office (Angono, Rizal)
Position Title	Engineering Aide
No of Vacant Position	One (1)
Item No/s.	NMB-ENGA-39-2016
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Angono, Rizal

<i>CSC Qualification Standards</i>	
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 the RAOD's facilities, buildings, offices, etc.;
Maintains the cleanliness and sanitation of Museum offices, facilities and premises;
Assist in the conservation and maintenance of National collections;
Assist in the administrative functions such as messengerial, purchasing of same, payment of bills, records management and IT functions;
Assist NM field workers in the conduct/implementation of Museum projects/activities;
Does other related assigned work.

Office Assignment	Office of the Director, Northern Luzon National Museums - Batanes Area Museum and Satellite Office (Uyugan, Batanes)
Position Title	Engineering Aide
No of Vacant Position	One (1)
Item No/s.	NMB-ENGA-10-2015
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Uyugan, Batanes

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 the RAOD's facilities, buildings, offices, etc.;
Maintains the cleanliness and sanitation of Museum offices, facilities and premises;
Assist in the conservation and maintenance of National collections;
Assist in the administrative functions such as messengerial, purchasing of same, payment of bills, records management and IT functions;
Assist NM field workers in the conduct/implementation of Museum projects/activities;
Does other related assigned work.

Office Assignment **Office of the Director, Mindanao National Museums - Eastern-Northern Mindanao Regional Museum and Satellite Office (Butuan City)**

Position Title Engineering Aide

No of Vacant Position Two (2)

Item No/s. NMB-ENGA-40-2016

 NMB-ENGA-47-2016

Salary Grade 4 (PHP 15,586.00) SSL 2023

Place of Assignment Butuan 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 the RAOD's facilities, buildings, offices, etc.;
Maintains the cleanliness and sanitation of Museum offices, facilities and premises;
Assist in the conservation and maintenance of National collections;
Assist in the administrative functions such as messengerial, purchasing of same, payment of bills, records management and IT functions;
Assist NM field workers in the conduct/implementation of Museum projects/activities;
Does other related assigned work.

Interested applicants must submit the following via online to **recruitment.nmpregion@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 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>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>
<p>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 **May 8, 2023 to May 27, 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
 