



BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

(Extension of Publication)

Office Assignment	Financial Services Division
Position Title	Accountant IV
No. of Vacant Position	One (1)
Item No/s.	NMB-A4-15-2016
Salary Grade	22 (PHP 71,511.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree in Commerce/ Business Administration major in Accounting
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	RA 1080 (Accountant)

Leadership Competencies

- L1 – Building Collaborative, Inclusive Working Relationships (Intermediate)
- L2 – Creating and Nurturing a High-Performing Organization (Intermediate)
- L3 – Leading Change (Intermediate)
- L4 – Managing Performance and Coaching for Results (Intermediate)
- L5 – Thinking Strategically and Creatively (Intermediate)

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 (Advanced)
- F8 – Communicating Effectively (Advanced)
- F13 – Financial Management (Advanced)
- F26 – Policy Management (Advanced)
- F32 – Risk Management (Advanced)
- F34 – Technical Writing (Advanced)

Duties and Responsibilities
Acts as the Assistant Division Chief for Financial Services;
Serves as the Chief Accountant of the Agency;
Directs and supervises the accounting activities of the Agency;
Evaluates and signs financial documents and reports produced and submitted to the Accounting Section such as the Financial Statements;
Checks and reviews Journal Entries and its posting to the Books of Accounts;
Certifies the availability of funds for contracts entered by the Agency;
Ensures that accounting and auditing regulations are observed;

Assist in the formulation of internal policies for the fiscal aspect of the Agency;
Prepares and signs correspondences;
Plans distribution of work among subordinates/employees;
Gives instructions and guidance in work methods and procedures;
Coordinates accounting functions with other operating units of the Agency; and
Performs such other functions and works analogous and inherent to the position.

Office Assignment:	Research, Collection and Conservation Management Division
Position Title	Supervising Administrative Officer
No. of Vacant Position	One (1)
Item No/s.	NMB-SADOF-18-2016
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 experience
Eligibility	Career Service (Professional)/Second Level Eligibility

Leadership Competencies

- L1 – Building Collaborative, Inclusive Working Relationships (Intermediate)
- L2 – Creating and Nurturing a High-Performing Organization (Intermediate)
- L3 – Leading Change (Intermediate)
- L4 – Managing Performance and Coaching for Results (Intermediate)
- L5 – Thinking Strategically and Creatively (Intermediate)

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)
- F6 – Collection Conservation Theory and Practice (Advanced)
- F7 – Collections Management (Advanced)
- F16 – Information, Education and Communications (IEC) Materials Development and Management (Advanced)
- F26 – Policy Management (Advanced)

Duties and Responsibilities
Assists the chief of the division in planning, organizing, directing, supervising, implementing, and carrying out the programs, activities, and projects of the division in areas of documentation, research, collection management, conservation, exhibition, publications, technical assistance, and others relative to the field of research, collection and conservation management within the mandate of the agency;
Acts as Officer in-Charge of the Division whenever the Division Chief is not present or in another assignment, unless otherwise provided by the management;
Develops project, programs and work standards that will strengthen the operations of the Division;

Provides technical assistance and guidance to the NMP stakeholders for matters relating to the immediate concerns of the Division;
Develops/Enhances policies, procedures and guidelines relating to the Division's regular operations;
Monitors performance of the staff and the division and gives feedback whenever interventions are needed, and ;
Performs other functions as may be assigned or delegated by the chief of the division or management.

Office Assignment	Facilities Management Division
Position Title	Architect III
No. of Vacant Position	One (1)
Item No/s.	NMB-ARC3-38-2007
Salary Grade	19 (PHP 51,357.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree in Architecture
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	RA 1080 (Architect)

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

- F2 – Building and Facilities Maintenance Management (Advanced)
- F8 – Communicating Effectively (Advanced)
- F9 – Digital Literacy (Advanced)
- F32 – Risk Management (Basic)

Duties and Responsibilities
Represents the division whenever assigned, such as but not limited to Committee /Task Force responsibilities, and other stakeholder meetings (internal or external);
Initiates and conducts projects for the National Museum;
Attends and participates actively in the technical planning within the architectural services section of FMD and drawing up the following output, as follows: <ul style="list-style-type: none"> a) Concept b) Plans/Designs c.) Prioritization;
Ensures proper coordination & integration of the architectural services with the inter-disciplinary services of the different divisions. It includes considering all requirements/concerns of all divisions to ensure that technical documents are compliant with the mandate of NM. Likewise, ensures periodic and regular monitoring, checking, and gathering of issues and concerns for resolution and incorporation into the technical documents;

Supervises and prepares technical documents required for the construction/reconstruction projects relative to the architectural services of NM. It includes plans, the scope of works, specifications, schedule, bill of materials, cost estimates, work & financial plans, & all documents pertinent to R.A. 9184, building code, and other applicable laws. Likewise, ensures that the projects are gender responsive and compliant with laws pertaining to PWDs & Senior Citizens and other similar and applicable laws;
<p>Implements approved construction/re-construction projects of the National Museum. Projects include pre-construction, construction, and post-construction stages. Output includes but is not limited to the following:</p> <p>6.1 Preparation of technical documents such as:</p> <ul style="list-style-type: none"> a) Plans/working drawings/design b) Scope of works c) Specifications d) Project schedule e) Project cost f) Attendance to bidding processes g) Others (e.g. Project proposals, Work & financial documents, Abstract of physical accomplishments <p>6.2 Supervision/Monitoring of architectural services to work on all stages of the approved projects from start to its completion:</p> <ul style="list-style-type: none"> a) Monitoring documents such as an abstract of physical accomplishments b) Memorandum/communications/etc. c) Minutes of meetings & other administrative requirements d) Conducts & attends construction meetings, etc. e) Issue instructions thru letters/memorandum, etc. f) Other work relative to project implementation & administrations <p>6.3 Post construction/Turn-over:</p> <ul style="list-style-type: none"> a) Turn-over such as issuance of certifications, memorandum, preparations & approval of abstract of physical accomplishments, other documents relative to final turn-over and project completion, etc. b) Compliance to audit observation, liquidations, etc.
Supervises the implementation of technical services particularly architectural services. It includes incidental services like engineering and maintenance;
In charge of architectural services including representations to other agencies whenever assigned;
Provides technical assistance within National Museum & other external agencies;
Attends seminars, workshops, trainings, symposiums & other related activities; and
Performs other tasks as may be assigned from time to time.

Office Assignment	Office of the Director-General
Position Title	Attorney II
No. of Vacant Position	One (1)
Item No/s.	NMB-ATY2-5-2016
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor of Laws
Training	None required
Experience	None required
Eligibility	RA 1080 (Attorney)

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

- F8 – Communicating Effectively (Advanced)
- F22 – Legal Advice and Services (Advanced)
- F26 – Policy Management (Intermediate)
- F34 – Technical Writing (Advanced)

Duties and Responsibilities
Prepares legal studies on queries propounded by various offices;
Conducts investigation of and evaluates administrative cases upon instruction from superior;
Attends hearings and recommends decisions on administrative cases;
Undertakes the interpretation of laws, orders, rules, and regulations including legal documents;
Reviews contracts, legal forms, and other documents and recommend its approval; and
Performs other related functions.

Office Assignment	Archaeology Division
Position Title	Senior Museum Researcher
No. of Vacant Position	Two (2)
Item No/s.	NMB-SRMR-34-2007 NMB-SRMR-41-2007
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree
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

- F6 – Collection Conservation Theory and Practice (Advanced)
- F7 – Collections Management (Advanced)
- F8 – Communicating Effectively (Advanced)
- F9 – Digital Literacy (Advanced)
- F11 – Exhibition Development (Intermediate)
- F12 – Exhibition Production (Basic)
- F16 – Information, Education and Communications (IEC) Materials Development and

- Management (Intermediate)
- F20 – Interpretive Writing (Intermediate)
- F21 – Laboratory Management (Advanced)
- F26 – Policy Management (Intermediate)
- F27 – Programs and Events Management (Intermediate)
- F28 – Publication Production (Advanced)
- F29 – Records and Documents Management (Intermediate)
- F31 – Research Design and Implementation (Advanced)
- F34 – Technical Writing (Advanced)

Duties and Responsibilities
Conduct research in the field of Archaeology (specialized topic);
Implements and carries 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 Archaeology within the mandate of the Agency as may be assigned to him/her by the Chief of the Division (Museum Curator II);
As a Senior Museum Researcher, assists in supervising and leading in the work of the research and technical personnel of the Division as may be assigned to him/her by the Chief of the Division (Museum Curator II);
Conduct, participate, or publish in external programs relative to the field of Archaeology (Scientific Journal Article, Book Contribution/Chapter of books, and Local and International Conference Proceedings);
Accomplish Committee Work/Secretariat Services/ Institutional Strengthening Services of the agency; and
Performs other functions as may be assigned or delegated by the Chief of the Division (Museum Curator II) or the Management.

Office Assignment	Botany and National Herbarium Division
Position Title	Senior Museum Researcher
No. of Vacant Position	One (1)
Item No/s.	NMB-SRMR-65-2016
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree
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

- F6 – Collection Conservation Theory and Practice (Advanced)
- F7 – Collections Management (Advanced)
- F8 – Communicating Effectively (Advanced)
- F9 – Digital Literacy (Advanced)

- F11 – Exhibition Development (Intermediate)
- F12 – Exhibition Production (Basic)
- F16 – Information, Education and Communications (IEC) Materials Development and Management (Intermediate)
- F20 – Interpretive Writing (Intermediate)
- F21 – Laboratory Management (Advanced)
- F26 – Policy Management (Intermediate)
- F27 – Programs and Events Management (Intermediate)
- F28 – Publication Production (Advanced)
- F29 – Records and Documents Management (Intermediate)
- F31 – Research Design and Implementation (Advanced)
- F34 – Technical Writing (Advanced)

Duties and Responsibilities
Assists in the division in planning, organizing, and supervising the conduct of systematic research in the field of Botany;
Proposes division research through fieldwork and/or laboratory/collection;
Conducts own research in a specialized field through fieldwork and/or material analysis;
Disseminates educational information by participating in lectures, symposia, seminars, fora, conferences, etc.;
Monitors and coordinates linkages, collaborative research, and academic exchange with local/international research and/or academic institutions;
Supervises activities of personnel (researchers, technicians, laboratory aide) directly involved in fieldwork and other division work;
Provides technical assistance to the general public; and
Performs other functions as provided by RA 11333 and RA 10066 and other relevant laws enacted by the government.

Office Assignment	Geology and Paleontology Division
Position Title	Senior Museum Researcher
No. of Vacant Position	One (1)
Item No/s.	NMB-SRMR-32-2007
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree
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

- F6 – Collection Conservation Theory and Practice (Advanced)
- F7 – Collections Management (Advanced)
- F8 – Communicating Effectively (Advanced)
- F9 – Digital Literacy (Advanced)
- F11 – Exhibition Development (Intermediate)
- F12 – Exhibition Production (Basic)
- F16 – Information, Education and Communications (IEC) Materials Development and Management (Intermediate)
- F20 – Interpretive Writing (Intermediate)
- F21 – Laboratory Management (Advanced)
- F26 – Policy Management (Intermediate)
- F27 – Programs and Events Management (Intermediate)
- F28 – Publication Production (Advanced)
- F29 – Records and Documents Management (Intermediate)
- F31 – Research Design and Implementation (Advanced)
- F34 – Technical Writing (Advanced)

Duties and Responsibilities
Assists the museum curators in the development and implementation of projects and programs on collections management, conservation, research, exhibition, and public education in the field of geology and paleontology;
Designs and conducts research in geology and paleontology, and related disciplines within the mandate and objectives of the Agency;
Monitors and directs the museum researchers, museum technicians, and laboratory aide in the conduct of curatorial activities;
Acts as the Collection Manager for Fossils, and exercise direct supervision on the collection care and management of fossil specimens under the national reference collections in the galleries and repositories;
Disseminates museum knowledge through lectures, seminars, public programs, etc
Provides technical assistance on geoscience topics to internal and external clients; and
Performs related duties as required or assigned.

Office Assignment	Zoology Division
Position Title	Senior Museum Researcher
No. of Vacant Position	Three (3)
Item No/s.	NMB-SRMR-30-2007 NMB-SRMR-80-2016 NMB-SRMR-81-2016
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Manila

<i>CSC Qualification Standards</i>	
Education	Bachelor's Degree
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

- F6 – Collection Conservation Theory and Practice (Advanced)
- F7 – Collections Management (Advanced)
- F8 – Communicating Effectively (Advanced)
- F9 – Digital Literacy (Advanced)
- F11 – Exhibition Development (Intermediate)
- F12 – Exhibition Production (Basic)
- F16 – Information, Education and Communications (IEC) Materials Development and Management (Intermediate)
- F20 – Interpretive Writing (Intermediate)
- F21 – Laboratory Management (Advanced)
- F26 – Policy Management (Intermediate)
- F27 – Programs and Events Management (Intermediate)
- F28 – Publication Production (Advanced)
- F29 – Records and Documents Management (Intermediate)
- F31 – Research Design and Implementation (Advanced)
- F34 – Technical Writing (Advanced)

Duties and Responsibilities
Implements and carries 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 Zoology within the mandate of the Agency as may be assigned to him/her by the Chief of the Division (Museum Curator II);
As a Senior Museum Researcher, assists in supervising and leading in the work of the research and technical personnel of the Division as may be assigned to him/her by the Chief of the Division (Museum Curator II); and
Performs other functions as may be assigned or delegated by the Chief of the Division (Museum Curator II) or the Management.

Office Assignment	Museum Services Division
Position Title	Administrative Officer IV
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF4-15-2016
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 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

- F14 – General Administration and Support Services Management (Advanced)
- F29 – Records and Documents Management (Advanced)

Duties and Responsibilities

Collates information regarding public museum services planned and developed for the year by concerned divisions and approved for implementation by the Director's office;
Assists in organizing/implementing the approved public museum services;
Writes articles/news about public museum services;
Collates section reports and prepares drafts of Division reports;
Prepares calendar of events for submission to the Media Production Services Section and other concerned sections;
Drafts communication and prepares supporting documents as necessary;
Participates in local and international training; and
Does other related work.

Office Assignment	Museum Services Division
Position Title	Administrative Officer III
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF3-36-2016
Salary Grade	14 (PHP 33,843.00) SSL 2023
Place of Assignment	Manila

<i>CSC Qualification Standards</i>	
Education	Bachelor's Degree relevant to the job
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**
- F27 – Programs and Events Management (Basic)

Duties and Responsibilities
Assists in coordinating logistical requirements and other resources for the successful implementation of approved education and training programs/activities;
Maintains an updated master list of schools and other educational institutions, organizations, and associations together with its head and contact information for reference;
Conducts an evaluation study on the effectiveness of the Agency's education and training programs;
Prepares calendar and schedule of education and training programs approved for implementation;
Prepares minutes of the meetings with proponents, and other concerned divisions;
Participates in local and international training; and
Does other related work.

Office Assignment	Architectural Arts and Built Heritage Division
Position Title	Museum Researcher II
No. of Vacant Position	One (1)

Item No/s. NMB-MUSR2-41-2016
Salary Grade 14 (PHP 33,843.00) SSL 2023
Place of Assignment Manila

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

F3 – Built Heritage Conservation Management (Intermediate)
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)

Duties and Responsibilities
Assists the senior personnel in the conduct of architectural arts and built heritage fieldworks and other research projects;
Prepares exhibition proposals and collaterals;
Conducts local and international public lectures and scientific presentations;
Assists in providing technical assistance on built heritage
Prepares information, education, and communication materials;
Performs preventive maintenance and conservation works on specimens from the Architectural Arts and Built Heritage Collections; and
Does related work.

Office Assignment Botany and National Herbarium Division
Position Title Museum Researcher II
No. of Vacant Position Three (3)
Item No/s. NMB-MUSR2-45-2016
NMB-MUSR2-46-2016
NMB-MUSR2-48-2016
Salary Grade 14 (PHP 33,843.00) SSL 2023
Place of Assignment Manila

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)

Duties and Responsibilities
Conducts systematic and applied research in the field of Botany;
Conducts own research in a specialized field;
Conducts fieldwork for the purpose of collection, identification, and classification of botanical specimens;
Disseminates educational/technical information through lectures, seminars, and workshops;
Participates in relevant seminars, conferences, and symposia;
Supervises the works of Museum Technicians in the field and the processing and maintenance of collected specimens both in the files and laboratory;
Provides technical assistance/data on the exhibition of botanical materials to the Museum Services Division;
Extends/provides technical assistance to students, research, teachers, etc.;
Prepares technical reports and research articles/manuscripts for publication; and
Does related work.

Office Assignment	Ethnology Division
Position Title	Museum Researcher II
No. of Vacant Position	Three (3)
Item No/s.	NMB-MUSR2-49-2016 NMB-MUSR2-51-2016 NMB-MUSR2-52-2016
Salary Grade	14 (PHP 33,843.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree
Training	4 hours of relevant training

Experience

Eligibility

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)

Duties and Responsibilities
Assists in the conduct of field research and other programs, projects, and activities of the division;
Prepares proposal for research, exhibition, publication, and educational/public programs;
Conducts local and international public lectures and scientific presentations;
Assists in providing technical assistance internally and externally;
Coordinates with partners and stakeholders;
Assists in the management of the National Ethnographic Collection; and
Performs other related work.

Office Assignment

Position Title

No. of Vacant Position

Item No/s.

Salary Grade

Place of Assignment

Geology and Paleontology Division

Museum Researcher II

One (1)

NMB-MUSR2-59-2016

14 (PHP 33,843.00) SSL 2023

Manila

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)

Duties and Responsibilities
Conducts research in geology and paleontology, and related disciplines within the mandate and objectives of the Agency;
Conducts fieldworks for the purpose of acquiring specimens for inclusion in the national reference collections;
Maintains the national reference collections and related archives as assigned;
Prepares exhibition proposals and collaterals for central and regional museums;
Disseminates museum knowledge through lectures, seminars, public programs, etc.;
Provides technical assistance on geoscience topics to internal and external clients; and
Performs related duties as required or assigned.

Office Assignment	Maritime and Underwater Cultural Heritage Division
Position Title	Museum Researcher II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSR2-65-2016
Salary Grade	14 (PHP 33,843.00) SSL 2023
Place of Assignment	Manila

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)

Duties and Responsibilities
Assists the senior personnel in the conduct of maritime and underwater archaeological fieldworks and other research projects;
Prepares exhibition proposals and collaterals;
Conducts local and international public lectures and scientific presentations;
Assists in providing technical assistance internally and externally;
Prepares information, education, and communication materials;
Performs preventive maintenance and conservation works on specimens from the Maritime and Underwater Cultural Heritage Collections; and
Does related work.

Office Assignment	Facilities Management Division
Position Title	Administrative Officer II
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF2-18-2016
Salary Grade	11 (PHP 27,000.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor’s Degree relevant to the job
Training	None required
Experience	None required
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

- F8 – Communicating Effectively (Intermediate)
- F9 – Digital Literacy (Basic)
- F29 – Records and Documents Management (Intermediate)

Duties and Responsibilities
Ensures the safety of the building's occupants and visitors. He shall stay abreast of disability access requirements and ensures that emergency exits are visible and exit signs stay lit;
Verifies that posted maps and signages display the appropriate emergency information and evacuation procedures;
Oversees contractual arrangements for janitorial and groundskeeping services. Supervises the janitorial staff that provides daily cleaning services of the building and groundskeeping;

Shall see to it that security and fire system equipment are operational. He shall report to the Building and Grounds Administrator regarding any equipment irregularities;
Shall coordinate with the Assistant Building and Grounds Coordinator regarding any replacement, relocation, or repair works that are needed to maintain the proper maintenance of the building;
Responds to and undertakes tasks required to set up facilities for meetings, shootings, functions, and events and ensure appropriate clean-up and pack-up;
Ensures that Museum buildings are kept in a clean and tidy state both internally and externally at all times;
May represent the division, attends and participates in meetings, workshops, conferences, and classes to increase his/her professional knowledge;
Assists the Administrative Officer V and Administrative Officer III in managing the Administrative Services Section;
Manages and prepares reports, administrative / technical documents relative to the section;
Provides technical assistance within National Museum & other external agencies;
Performs other functions as provided by R.A. 11333; and
Performs other tasks as may be assigned from time to time.

Office Assignment	Research, Collection and Conservation Management Division
Position Title	Administrative Officer II
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF2-20-2016
Salary Grade	11 (PHP 27,000.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor’s Degree relevant to the job
Training	None required
Experience	None required
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)

Duties and Responsibilities
Performs collections monitoring, recording, inventory and evaluation;
Assists in the development of guidelines, policies, procedures and project proposals that will support and strengthen the operations of the division;
Assists in the development of collections database and in identifying and encoding specific information thereof;
Prepares reports and other documents required by the agency;
Coordinates with RCCMD stakeholders on matters pertaining to collections management and provides technical assistance whenever needed;
Attends seminars, trainings, workshops, meetings and other related activities as may be requested/instructed;
Assists in the preparation of administrative documents and requirements of the division; and
Performs other tasks as may be assigned.

Office Assignment	Research, Collection and Conservation Management Division
Position Title	Information Officer I
No. of Vacant Position	One (1)
Item No/s.	NMB-INFO1-20-2016
Salary Grade	11 (PHP 27,000.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor’s Degree
Training	None required
Experience	None required
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)

Duties and Responsibilities
Prepares technical reports and information materials about RCCMD conservation initiatives, activities, and set internal standards;
Prepares media releases, speeches and letters needed for RCCMD operations;
Performs preventive conservation activities including among others, monitoring of conservation laboratories, repositories and exhibition halls in NMP;
Assists in the preparation of administrative and documentary requirements of the Division and participates in activities and initiatives relative thereto;
Assists in the development and implementation of public activities and programs of the Division;
Extends technical assistance to NMP Stakeholders, as may be needed; and
Performs other related tasks as may be assigned.

Office Assignment	General Administrative Services Division
Position Title	Administrative Officer I
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF1-23-2016
Salary Grade	10 (PHP 23,176.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor’s Degree relevant to the job
Training	None required
Experience	None required
Eligibility	Career Service (Professional)/Second Level Eligibility

Core Competencies

- C1 – Delivering Professional and Excellent Service (Basic)
- C2 – Exemplifying Integrity (Basic)
- C3 – Personal Effectiveness(Intermediate)
- C4 – Solving Problems and Making Decisions (Intermediate)

Functional Competencies

- F9 – Digital Literacy (Basic)

Duties and Responsibilities
Facilitates in the establishment of an effective records management system through the use of digitized / electronic-records for easy access, maintenance and preservation;
Develops and maintains a functional filing system for easy retrieval as necessary;
Assists the Administrative Officer III in the performance of tasks relative to ISO QMS specifically in the control of documented information procedure/process in conformance with ISO Standards;
Assists in the appraisal and disposal of records/documents to maximize records management operation for effective and efficient delivery of service;
Verifies and review data and other relevant documents necessary in the effective discharge of its duties and functions; and
Performs other tasks that may be assigned from time to time.

Office Assignment	Office of the Director-General
Position Title	Administrative Assistant III
No. of Vacant Position	One (1)
Item No/s.	NMB-ADAS3-21-2016
Salary Grade	9 (PHP 21,211.00) 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)
- F9 – Digital Literacy (Basic)
- F29 – Records and Documents Management (Basic)

Duties and Responsibilities
Assists in the preparation of various administrative documents;
Assists in the preparation of OPCR/IPCR of the division/monthly, quarterly, and annual reports of the division;
Takes charge of the records management of the Office;
Prepares memorandum, office orders, letters, and correspondences;
Takes charge of receiving, recording, routing, monitoring, and releasing documents and communications to and from the Office;
Manages the section’s incoming and outgoing correspondences; and
Does other related assigned work.

Office Assignment	Financial Services Division
Position Title	Administrative Assistant II
No. of Vacant Position	Two (2)
Item No/s.	NMB-ADAS2-9-2007 NMB-ADAS2-7-2016
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

- F9 – Digital Literacy
- F29 – Records and Documents Management

Duties and Responsibilities
Prepares financial reports and documents for the use of fiscal agencies and Agency stakeholders;
Encodes financial transactions to the Agency Registries and Books of Accounts;
Assists in the preparation of Agency Budget Proposal and Financial Statements;
Pre-audits claims filed before the Agency;
Performs a variety of skilled clerical tasks;
Manages financial reports and documents produced and received by the Division according to procedures; and
Performs such other functions and works analogous and inherent to the position.

Office Assignment	Facilities Management Division
Position Title	Administrative Aide IV (Bookbinder)
No. of Vacant Position	One (1)
Item No/s.	NMB-ADA4-20-2016
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Elementary School Graduate
Training	None required
Experience	None required
Eligibility	None required (MC No. 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)

Duties and Responsibilities
Receives and delivers incoming and outgoing official documents of the division;
Systematically files, routes, records, and monitors official documents of the division;
Performs official liaison works for the division;
Assists in the tasks of Administrative Officers I, III, and V; and
Performs other tasks as may be assigned from time to time.

Office Assignment	Archaeology Division
Position Title	Laboratory Aide II
No. of Vacant Position	One (1)
Item No/s.	NMB-LABA2-29-2016
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Manila

<i>CSC Qualification Standards</i>	
Education	Elementary School Graduate
Training	None required
Experience	None required
Eligibility	None required (MC No. 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**
- F8 – Communicating Effectively

Duties and Responsibilities
Assists in the conservation and preservation of specimens at the Archaeology Division;
Assists in the maintenance of storage facilities of the division;
Assists in the inventory of specimens of the division;
Assists in the photo-documentation of the collection of the division;
Encodes in the database the inventory of collections of the division; and
Does related work.

Office Assignment	Botany and National Herbarium Division
Position Title	Laboratory Aide II
No. of Vacant Position	One (1)
Item No/s.	NMB-LABA2-31-2016
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Manila

<i>CSC Qualification Standards</i>	
Education	Elementary School Graduate
Training	None required
Experience	None required
Eligibility	None required (MC No. 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

- F8 – Communicating Effectively

Duties and Responsibilities
Assists in the conservation and preservation of specimens at the Botany and National Herbarium Division;
Assists in the maintenance of storage facilities of the division;
Assists in the inventory of specimens of the division;
Assists in the photo-documentation of the collection of the division;
Encodes in the database the inventory of collections of the division; and
Does related work.

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) (2 <i>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>

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 from **May 19, 2023, to June 2, 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