

### **BULLETIN OF VACANT POSITIONS**

In Compliance with RA 7041

Office Assignment

**Human Resource Management Division** 

**Position Title** 

Administrative Officer V

No. of Vacant Position

One (1)

Item No/s.

NMB-ADOF5-14-2007

Salary Grade

18 (PHP 46,725.00) SSL 2023

Place of Assignment

Manila

CSC Qualification Standards

**Education** 

Bachelor's Degree relevant to the job

Training

8 hours of relevant training 2 years of relevant experience

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**

F8 – Communicating Effectively (Advanced)

F9 - Digital Literacy (Basic)

F15 – Human Resource Management and Development (Superior)

F26 – Policy Management (Advanced)

F29 - Records and Documents Management (Advanced)

F34 - Technical Writing (Intermediate)

## **Duties and Responsibilities**

Assists the Chief Administrative Officer in planning, organizing, and supervising the division;

Supervises the Human Resource-Development Services Section;

Responsible for all Human Resource matters relating to payroll administration, employee welfare and benefits, leave administration, learning and development, timekeeping, and performance management;

Drafts programs, activities, and projects in all areas of human resource development services including leave and payroll administration, employee welfare, and benefits;



Drafts communication/memoranda/office circulars/replies to various queries which involve interpretation of laws, rules and regulations on employee training, and career development;

Reviews personnel policies and programs, flow charts, standard operating procedures, and direct preparations of handouts/lecture materials/manuals on training and career development;

Develops and implements human resource training and development programs;

Develops and implements performance standards evaluation systems and employee recognition programs;

Establishes and administers a continuing employee suggestions and incentives, and awards systems for the improvement of employee's performance and productivity;

Provides supporting functions connected to Science and Technology programs, projects, and activities of the agency, such as Data Collection and Records Management; Financial Management; Conservation; Collection Management; Facility Management; Human Resource Management; General Services Management; and Museum Services Management; and

Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment Office of the Director-General

Position Title Planning Officer II

No. of Vacant Position One (1)

Item No/s. NMB-PL02-6-2016

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 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**

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;

Provides supporting functions connected to Science and Technology programs, projects, and activities of the agency, such as Data Collection and Records Management; Financial Management; Conservation; Collection Management; Facility Management; Human Resource Management; General Services Management; and Museum Services Management; and

Does related duties.

Office Assignment

**Human Resource Management Division** 

**Position Title** 

Administrative Assistant II

No. of Vacant Position

One (1)

Item No/s.

NMB-ADAS2-12-2007

**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)

F29 - Records and Documents Management (Intermediate)

## **Duties and Responsibilities**

Responsible in the administration of leaves, laws, and other pertinent rules and regulations as mandated by appropriate government offices;

Assists in the dissemination of information on leave utilization and other information pertinent to leave policies, procedures, and guidelines;

Updates leave cards of employees;

Process leave applications;

Prepares Certificates of Leave Credits, Certificates of Overtime Credits, and Certification of Leave Without Pay;

Assists in processing applications for monetization;

Maintains records of attendance and personnel movement;

Assists in the conduct of training and development organized by HRMD;

Provides supporting functions connected to Science and Technology programs, projects, and activities of the agency, such as Data Collection and Records Management; Financial Management; Conservation; Collection Management; Facility Management; Human Resource Management; General Services Management; and Museum Services Management; and

Performs other duties and responsibilities as may be assigned by the supervisor.

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, and 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;

Provides supporting functions connected to Science and Technology programs, projects, and activities of the agency, such as Data Collection and Records Management; Financial Management; Conservation; Collection Management; Facility Management; Human Resource Management; General Services Management; and Museum Services Management; and

Performs other functions as may be assigned.

Interested applicants must submit the following via online to sydney.galang-laureano@nationalmuseum.gov.ph, with the subject line Position (Item No.), Division – Surname, First Name, Middle Initial:

**Application letter** addressed to the Deputy Director-General for Administration, indicating the position applied for, item number, and name of the division

#### ATTY. MA. ROSENNE M. FLORES-AVILA

Deputy Director-General for Administration National Museum of the Philippines

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)

PDS, WES, and Notarization shall bear the date within the period of publication only.

Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from bit.ly/NMPRecruitment2021\_Forms

Please combine the PDF copies of your Personal Data Sheet (PDS) and Work Experience Sheet (WES) into a single file

Scanned copy/ies of Certificate of Eligibility/board rating/valid license

For multiple documents, please combine the PDF copies of these into a single file

Scanned copy/ies of previous and current **employment certificates** with duties and responsibilities, if applicable

For multiple documents, please combine the PDF copies of these into a single file

Scanned copy/ies of two (2) recent performance ratings from previous and current employers

For multiple documents, please combine the PDF copies of these into a single file

Scanned copy/ies of relevant training/seminar certificates

Training/seminars acquired during college or those with unavailable certificates shall not be considered

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 <u>June 09, 2023 to June 21, 2023 until 5:00 PM only</u>. 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.

ANGELOS. MACARIO

Chief Administrative Officer

**Human Resource Management Division** 

Noted by:

ATTY. MA ROSENNE M. FLORES-AVILA

Deputy Director-General for Administration