



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

Office Assignment	Financial Services Division
Position Title	Accountant II
No. of Vacant Position	One (1)
Item No/s.	NMB-A2-16-2016
Salary Grade	16 (PHP 39,672.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree in Commerce/Business Administration Major in Accounting
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	RA 1080 (Certified Public Accountant)

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

- F13 – Financial Management (Advanced) (3.2)
- F34 – Technical Writing (Intermediate) (2.2)

Duties and Responsibilities
Prepares financial reports for the use of the agency stakeholders in accordance with international and Philippine government standards;
Ensures that relevant information are encoded for the timely submission of required documents;
Composes communication and responses for the division;
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.
Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director-General
Position Title	Internal Auditor II
No. of Vacant Position	One (1)
Item No/s.	NMB-IAUD2-4-2021
Salary Grade	15 (PHP 36,619.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
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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)
- F8 – Communicating Effectively (Intermediate)
- F19 – Internal Audit (Intermediate)
- F34 – Technical Writing (Intermediate)

Duties and Responsibilities
Builds rapport and working relationship with auditees to have a better audit outcome;
Conducts entry and exit conferences before and after the conduct of audit. Discusses Internal Audit Report with the Top Management and/or concerned offices;
Conducts audit to determine whether the agency complies with the laws, rules, and regulations;
Prepares audit observations, recommendations, and draft Internal Audit Report to document audit findings and recommendations for the information of the Top Management and/or auditees;
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.
Performs other duties and responsibilities as may be assigned by the supervisor.

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**:

<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>


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 **July 13, 2023 to July 31, 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
Deputy Director-General for Administration
