

BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

REGIONAL OFFICE

Office Assignment	Office of the Director, Central-Southern Luzon and MIMAROPA National Museums - Tabon Caves Area Museum and Satellite Office (Quezon, Palawan)
Position Title	Administrative Officer V
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF5-27-2016
Salary Grade	18 (PHP 46,725.00) SSL 2023
Place of Assignment	Quezon, Palawan

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	8 hours of relevant training
Experience	2 years of relevant experience
Eligibility	Career Service (Professional)/ Second Level Eligibility

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Advanced) Anticipates, identifies, and manages stakeholders' standards and requirements towards excellent customer service through improving the sense of responsibility, intelligence, and skills.</p> <p>C2 – Exemplifying Integrity (Advanced) Models and encourages ethical behavior that is consistent with the organization's core values.</p> <p>C3 – Personal Effectiveness (Advanced) Manages and demonstrates commitment to the desired goal and is willing to invest extra time and effort to achieve success and that of the organization.</p> <p>C4 – Solving Problems and Making Decisions (Advanced) Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions that are partial or minimal and need to be identified.</p>
<p>Leadership Competencies:</p> <p>L1 – Building Collaborative, Inclusive Working Relationships (Basic) Maximizes existing partnerships and networks and capitalizes on these to deliver or enhance work outcomes.</p> <p>L2 – Creating and Nurturing a High-Performing Organization (Basic) Builds a shared sense of commitment to a common goal among individuals and utilizes interventions to help close gaps or improve the competence of staff to achieve that goal.</p> <p>L3 – Leading Change (Basic) Responds effectively to the need or reason for the change and participates in the activities or initiatives inherent to it.</p> <p>L4 – Managing Performance and Coaching for Results (Basic) Monitors work and/or team climate and applies the appropriate action using available tools to ensure that work or performance matches or exceeds the required standard.</p> <p>L5 – Thinking Strategically and Creatively (Basic) Displays awareness and supports the vision, mission, values, objectives, and purposes of the agency or organization.</p>

Functional Competencies	
F1 – Budget Administration and Control (Advanced)	
1. Prepares the proposed budget/projects, programs, plans of activities and Annual/Supplemental Procurement Program of the office (PPMP) and Work and Financial Plan (WFP) and the implementation and monitoring of the same with coordination with concerned personnel and approval of the Director II;	
F2- Building and Facilities Maintenance Management (3.2)	
2. Monitors and implements repair and preventive maintenance of the building/facilities in coordination with concerned divisions. Ensures that implemented repair/preventive maintenance is in accordance to standards;	
F25- Monitoring and Evaluation (Intermediate)	
3. Supervise all NM personnel in the Area Museum and non-organic personnel, in the performance of their respective functions including assigned tasks and recommends program, project, or process improvement based on the analysis and identified gaps in their accomplishments;	
F13- Financial Management (Advanced)	
4.Examines, evaluates, reviews proposed budget proposals for museum programs, plans and activities and other operational expenses needed by the museum and forwarding them for the approval of Director II;	
F26- Policy Management (Intermediate)	
F3- Built Heritage Conservation Management (1.3)	
5. Assists the local government office in conducting documentation and monitoring of cultural heritage and meetings/consultations with the area;	
F8- Communicating Effectively (Advanced)	
6. Prepares oral or written communication expressing a clear and complete information/insights to connect, resolve conflicts and establish networks with concerned personnel and stakeholders;	
F9- Digital Literacy (Advanced)	
7. Utilizes digital platforms to create communications and build networks outside the area for the proposals and implementation of museum programs, projects and activities;	
F14- General Administration and Support Services Management (Advanced)	
8. Ensures that all documents including accomplishment reports and other required HRMD forms are correct and complete prior to submission;	
F19- Internal Audit (2.2)	
9. Prepares and reviews all documents prior to signing the same and forwarding them to Director II and other concerned communication receivers;	
F29- Records and Documents Management (Advanced)	
F32- Risk Management (Basic)	
F33- Security Management (Advanced)	
F34- Technical Writing (3.1)	
13.Propose appropriate policies and appropriate actions to the Office of the Director II concerning the Office procedures processes actions, issues and concerns of the Office;	
Others:	
14. 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	
15. Performs other duties and responsibilities as may be assigned by the supervisor.	

Office Assignment	Office of the Director, Northern Luzon National Museums- Cagayan Valley Regional Museum and Satellite Office (Peñablanca, Cagayan)
Position Title	Administrative Officer IV
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF4-21-2016
Salary Grade	15 (PHP 36,619.00) SSL 2023
Place of Assignment	Peñablanca, Cagayan

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

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Intermediate) Delivers and adds value to clients' standards and requirements.</p> <p>C2 – Exemplifying Integrity (Intermediate) Ascertains correct understanding of the values and principles of the organization in every situation.</p> <p>C3 – Personal Effectiveness (Intermediate) Seeks opportunities to realize expectations about own abilities and skills to serve other relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Intermediate) Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity.</p>
<p>Functional Competencies</p> <p>F1- Budget Administration and Control (Advanced) 1. Assists in the preparation of proposed budgets for museum programs, projects, plans, activities and other operational necessities, including those pertinent to the preparation of Annual/Supplemental Procurement Program (PPMP) and Work and Financial Plan (WFP) in consultation/coordination with the regional/area museum head and other concerned personnel for the implementation and monitoring of the same;</p> <p>F2- Building and Facilities Maintenance Management (Basic) 2. Acts as Building Officer In charge or Lead Monitor for buildings and facilities; OR the following in case the above said task is assigned to the immediate superior or another personnel - Assists in monitoring and managing museum buildings and facilities; Assists in the preparation of monitoring reports, communications and other pertinent reports to ensure a well-maintained buildings and facilities;</p> <p>F3- Built Heritage Conservation Management (1.3)</p> <p>F5- Collaboration and Networking (Intermediate)</p> <p>F8- Communicating Effectively (Advanced)</p> <p>F9- Digital Literacy (Advanced)</p> <p>F13- Financial Management (Advanced) 3. Acts as Disbursing/Collecting Officer of the Office, by preparing Cash Advance, Liquidation Report, and other financial documents in accordance with the government auditing rules for the efficient and effective operation of the branch;</p> <p>F14- General Administration and Support Services Management (Advanced)</p> <p>F25- Monitoring and Evaluation (Intermediate)</p> <p>F29- Records and Documents Management (Advanced) 4. Assists in the supervision of all NMP personnel including contractual/non-organic personnel in the regional/area museum in the performance of their respective functions and other assigned tasks;</p> <p>F19- Internal Audit (2.2) 5. Assists as necessary in examining, evaluating, and reviewing official documents, to ascertain its correctness and accuracy;</p> <p>F26- Policy Management (Intermediate) 6. Assists as necessary or as assigned in formulating and implementing museum policies and procedures, processes, actions, issues and concerns as well as in the implementation of CSC, COA and other government laws, policies, rules and regulations relevant to the operations of the regional/area museum, and in collaboration with the regional/area museum head and other personnel to ensure compliance to applicable government standards and improve work processes</p>

F32- Risk Management (Basic)
F33- Security Management (Advanced) 7. Acts as Museum Security Officer (MSO), OR in case the MSO task is assigned to the immediate superior or another personnel - Assists in managing museum security work and security personnel, by participating in the crafting of museum security policies and in collaboration with the regional/area museum head and the NMP Security Office for a well-managed security personnel to ensure utmost security of the museum buildings, facilities, collections, personnel and visitors
F34- Technical Writing (3.1) Others: 8. 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 9. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director, Northern Luzon National Museums - Kabayan Burial Caves Site Museum and Satellite Office (Kabayan, Benguet)
Position Title	Administrative Officer IV
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF4-22-2016
Salary Grade	15 (PHP 36,619.00) SSL 2023
Place of Assignment	Kabayan, Benguet

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	4 hours of relevant training
Experience	1 year relevant experience
Eligibility	Career Service (Professional)/ Second Level Eligibility

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Intermediate) Delivers and adds value to clients' standards and requirements.</p> <p>C2 – Exemplifying Integrity (Intermediate) Ascertains correct understanding of the values and principles of the organization in every situation.</p> <p>C3 – Personal Effectiveness (Intermediate) Seeks opportunities to realize expectations about own abilities and skills to serve other relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Intermediate) Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity.</p> <p>Functional Competencies</p> <p>F1- Budget Administration and Control (Advanced) 1. Assists in the preparation of proposed budgets for museum programs, projects, plans, activities and other operational necessities, including those pertinent to the preparation of Annual/Supplemental Procurement Program (PPMP) and Work and Financial Plan (WFP) in consultation/coordination with the regional/area museum head and other concerned personnel for the implementation and monitoring of the same;</p> <p>F2- Building and Facilities Maintenance Management (Basic)</p>

2. Acts as Building Officer In charge or Lead Monitor for buildings and facilities; OR the following in case the above said task is assigned to the immediate superior or another personnel - Assists in monitoring and managing museum buildings and facilities; Assists in the preparation of monitoring reports, communications and other pertinent reports to ensure a well-maintained buildings and facilities;	
F3- Built Heritage Conservation Management (1.3)	
F5-Collaboration and Networking (Intermediate)	
F8- Communicating Effectively (Advanced)	
F9- Digital Literacy (Advanced)	
F13- Financial Management (Advanced)	
3. Acts as Disbursing/Collecting Officer of the Office, by preparing Cash Advance, Liquidation Report, and other financial documents in accordance with the government auditing rules for the efficient and effective operation of the branch;	
F14- General Administration and Support Services Management (Advanced)	
F25- Monitoring and Evaluation (Intermediate)	
F29- Records and Documents Management (Advanced)	
4. Assists in the supervision of all NMP personnel including contractual/non-organic personnel in the regional/area museum in the performance of their respective functions and other assigned tasks	
F19- Internal Audit (2.2)	
5. Assists as necessary in examining, evaluating, and reviewing official documents, to ascertain its correctness and accuracy;	
F26- Policy Management (Intermediate)	
6. Assists as necessary or as assigned in formulating and implementating museum policies and procedures, processes, actions, issues and concerns as well as in the implementation of CSC, COA and other government laws, policies, rules and regulations relevant to the operations of the regional/area museum, and in collaboration with the regional/area museum head and other personnel to ensure compliance to applicable government standards and improve work processes;	
F32- Risk Management (Basic)	
F33- Security Management (Advanced)	
7. Acts as Museum Security Officer MSO), OR in case the MSO task is assigned to the immediate superior or another personnel - Assists in managing museum security work and security personnel, by participating in the crafting of museum security policies and in collaboration with the regional/area museum head and the NMP Security Office for a well-managed security personnel to ensure utmost security of the museum buildings, facilities, collections, personnel and visitors;	
F34- Technical Writing (3.1)	
Others:	
8. 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	
9. Performs other duties and responsibilities as may be assigned by the supervisor.	

Office Assignment	Office of the Director, Central-Southern Luzon and MIMAROPA National Museums - Tabon Caves Area Museum and Satellite Office (Quezon, Palawan)
Position Title	Administrative Officer IV
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF4-18-2016
Salary Grade	15 (PHP 36,619.00) SSL 2023
Place of Assignment	Quezon, Palawan

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	4 hours of relevant training
Experience	1 year relevant experience
Eligibility	Career Service (Professional)/ Second Level Eligibility

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Intermediate) Delivers and adds value to clients' standards and requirements.</p> <p>C2 – Exemplifying Integrity (Intermediate) Ascertains correct understanding of the values and principles of the organization in every situation.</p> <p>C3 – Personal Effectiveness (Intermediate) Seeks opportunities to realize expectations about own abilities and skills to serve other relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Intermediate) Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity.</p>
<p>Functional Competencies</p> <p>F1- Budget Administration and Control (Advanced) 1. Assists in the preparation of proposed budgets for museum programs, projects, plans, activities and other operational necessities, including those pertinent to the preparation of Annual/Supplemental Procurement Program (PPMP) and Work and Financial Plan (WFP) in consultation/coordination with the regional/area museum head and other concerned personnel for the implementation and monitoring of the same;</p> <p>F2- Building and Facilities Maintenance Management (Basic) 2. Acts as Building Officer In charge or Lead Monitor for buildings and facilities; OR the following in case the above said task is assigned to the immediate superior or another personnel - Assists in monitoring and managing museum buildings and facilities; Assists in the preparation of monitoring reports, communications and other pertinent reports to ensure a well-maintained buildings and facilities;</p> <p>F3- Built Heritage Conservation Management (1.3)</p> <p>F5- Collaboration and Networking (Intermediate)</p> <p>F8- Communicating Effectively (Advanced)</p> <p>F9- Digital Literacy (Advanced)</p> <p>F13- Financial Management (Advanced) 3. Acts as Disbursing/Collecting Officer of the Office, by preparing Cash Advance, Liquidation Report, and other financial documents in accordance with the government auditing rules for the efficient and effective operation of the branch;</p> <p>F14- General Administration and Support Services Management (Advanced)</p> <p>F25- Monitoring and Evaluation (Intermediate)</p> <p>F29- Records and Documents Management (Advanced) 4. Assists in the supervision of all NMP personnel including contractual/non-organic personnel in the regional/area museum in the performance of their respective functions and other assigned tasks;</p> <p>F19- Internal Audit (2.2) 5. Assists as necessary in examining, evaluating, and reviewing official documents, to ascertain its correctness and accuracy</p> <p>F26- Policy Management (Intermediate) 6. Assists as necessary or as assigned in formulating and implementing museum policies and procedures, processes, actions, issues and concerns as well as in the implementation of CSC, COA and other government laws, policies, rules and regulations relevant to the operations of the regional/area museum, and in collaboration with the regional/area museum head and other personnel to ensure compliance to applicable government standards and improve work processes;</p> <p>F32- Risk Management (Basic)</p> <p>F33- Security Management (Advanced) 7. Acts as Museum Security Officer (MSO), OR in case the MSO task is assigned to the immediate superior or another personnel - Assists in managing museum security work and security personnel, by participating in the crafting of museum security policies and in collaboration with the regional/area museum head and the NMP Security Office for a</p>

well-managed security personnel to ensure utmost security of the museum buildings, facilities, collections, personnel and visitors;
F34- Technical Writing (3.1)
Others:
 8. 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
 9. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director, Central-Southern Luzon and MIMAROPA National Museums - Tabon Caves Area Museum and Satellite Office (Quezon, Palawan)
Position Title	Information Officer II
No. of Vacant Position	One (1)
Item No/s.	NMB-INFO2-22-2016
Salary Grade	15 (PHP 36,619.00) SSL 2023
Place of Assignment	Quezon, Palawan

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

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Intermediate) Delivers and adds value to clients' standards and requirements.</p> <p>C2 – Exemplifying Integrity (Intermediate) Ascertains correct understanding of the values and principles of the organization in every situation.</p> <p>C3 – Personal Effectiveness (Intermediate) Seek opportunities to realize expectations about own abilities and skills to serve other relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Intermediate) Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity.</p> <p>Functional Competencies</p> <p>F4 - Client Feedback Analysis (Advanced)</p> <p>F5 –Collaboration and Networking (Advanced)</p> <p>F8 – Communicating Effectively (Advanced) 1.Takes charge of the exchanges, complimentary issues and consignments of museum publications by drafting communications relative thereto and take periodic inventory to address issues; 2.Takes charge of addressing and sending out invitations/posters for museum guests and visitors to exhibit opening;</p> <p>F9 – Digital Literacy (Advanced)</p> <p>F10-Editorial and Media Production (Intermediate)</p> <p>F16-Information, Education, and Communication (IEC) Materials Development and Management (Intermediate)</p> <p>F20- Interpretive Writing (Advanced)</p>

	<p>3. Performs highly skilled and responsible clerical work such as encoding, powerpoint presentation, photo editing, graphics design, etc. for the development of quality Social Media content, Museum Educational Programs and other information materials;</p> <p>4. Spearheads the annual social media planning and periodic reviews to update the said plan in line with the NMP mandate to promote heritage education, and facilitates the implementation of the said plan, in collaboration with concerned RASM personnel (including the head) and in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division to increase public awareness, educate and engage the community in the appreciation of Filipino heritage;</p> <p>5. Spearheads in the production of social media content and printed information, education and campaign (IEC) materials, by undertaking the necessary research as well as in consultation and collaboration with Museum Researchers, Regional head and the concerned curatorial divisions and other knowledgeable museum personnel to increase public awareness by producing quality Social Media content (e.g. features, photo-stories, etc)</p> <p>F24- Media and Public Relations (3.5)</p> <p>6. Performs public relations and public information work for the museum by coordinating with other government offices, cultural and educational institutions and other agencies to strengthen the educational campaign, information dissemination and promotion of the museums;</p> <p>F25 - Monitoring and Evaluation (Intermediate)</p> <p>F27 - Programs and Events Management (Advanced)</p> <p>F32 - Risk Management (Basic)</p> <p>F34- Technical Writing (3.1)</p> <p>7. Assist the Administrative Officer in planning, implementing, and coordinating an integrated promotional programs and spearheads the systematic implementation of programs, in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division for the effective and systematically implementation of promotional program, Museum Education Program and other activities;</p> <p>8. Prepares plans and spearheads the systematic implementation of programs , in collaboration with concerned RASM personnel and Regional head, and in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division for the effective and systematically implementation of promotional program and Museum Education Program and other activities;</p> <p>9. Spearheads the annual planning and implementation of museum educational programs and activities in line with the NMP mandate, as well as participates in the production of museum programs and activities, in collaboration with the heads, concerned RASM personnel and in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division for the implementation of Annual Museum Education Program Plan;</p> <p>F35 - Tour Script Writing (Advanced)</p> <p>10. Prepares NMP exhibition texts, captions, and labels in in layman's language both Filipino and English to Filipino and vice versa and other local languages to ensure accessibility & inclusivity in educating the audience/public;</p> <p>F36 - Visitor Operations Administration (3.1)</p> <p>11. Communicates critical information effectively to the public and examines existing visitor operations policies and guidelines and proposes enhancement;</p> <p>Others:</p> <p>12. 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;</p> <p>13. Performs other duties and responsibilities as may be assigned by the supervisor.</p>
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Office Assignment	✓Office of the Director, Central-Southern Luzon and MIMAROPA
	National Museums - Marinduque-Romblon Area Museum and
	Satellite Office (Boac, Marinduque)
Position Title	✓Information Officer II
No. of Vacant Position	✓One (1)
Item No/s.	✓NMB-INFO2-21-2016
Salary Grade	✓15 (PHP 36,619,00) SSL 2023

Place of Assignment Boac, Marinduque

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

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Intermediate) Delivers and adds value to clients' standards and requirements.</p> <p>C2 – Exemplifying Integrity (Intermediate) Ascertains correct understanding of the values and principles of the organization in every situation.</p> <p>C3 – Personal Effectiveness (Intermediate) Seeks opportunities to realize expectations about own abilities and skills to serve other relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Intermediate) Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity.</p>
<p>Functional Competencies</p> <p>F4 - Client Feedback Analysis (Advanced)</p> <p>F5 –Collaboration and Networking (Advanced)</p> <p>F8 – Communicating Effectively (Advanced)</p> <p>1. Takes charge of the exchanges, complimentary issues and consignments of museum publications by drafting communications relative thereto and take periodic inventory to address issues;</p> <p>2. Takes charge of addressing and sending out invitations/posters for museum guests and visitors to exhibit opening;</p> <p>F9 – Digital Literacy (Advanced)</p> <p>F10 – Editorial and Media Production (Intermediate)</p> <p>F16-Information, Education, and Communication (IEC) Materials Development and Management (Intermediate)</p> <p>F20- Interpretive Writing (Advanced)</p> <p>3.Performs highly skilled and responsible clerical work such as encoding, power point presentation, photo editing, graphics design, etc. for the development of quality Social Media content, Museum Educational Programs and other information materials;</p> <p>4. Spearheads the annual social media planning and periodic reviews to update the said plan in line with the NMP mandate to promote heritage education, and facilitates the implementation of the said plan, in collaboration with concerned RASM personnel (including the head) and in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division to increase public awareness, educate and engage the community in the appreciation of Filipino heritage;</p> <p>5. Spearheads in the production of social media content and printed information, education and campaign (IEC) materials, by undertaking the necessary research as well as in consultation and collaboration with Museum Researchers,Regional head and the concerned curatorial divisions and other knowledgeable museum personnel to increase public awareness by producing quality Social Media content (e.g. features, photo-stories, etc)</p> <p>F24- Media and Public Relations (3.5)</p> <p>6. Performs public relations and public information work for the museum by coordinating with other government offices, cultural and educational institution and other agencies to strengthen the educational campaign, information dissemination and promotion of the museums;</p> <p>F25 - Monitoring and Evaluation (3.1) (Intermediate)</p> <p>F27 - Programs and Events Management (Advanced)</p>

F32 - Risk Management (Basic)
F34- Technical Writing (3.1)
7. Assist the Administrative Officer in planning, implementing, and coordinating an integrated promotional programs and spearheads the systematic implementation of programs, in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division for the effective and systematically implementation of promotional program, Museum Education Program and other activities
8. Prepares plans and spearheads the systematic implementation of programs , in collaboration with concerned RASM personnel and Regional head, and in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division for the effective and systematically implementation of promotional program and Museum Education Program and other activities;
9. Spearheads the annual planning and implementation of museum educational programs and activities in line with the NMP mandate, as well as participates in the production of museum programs and activities, in collaboration with the heads, concerned RASM personnel and in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division for the implementation of Annual Museum Education Program Plan;
F35 - Tour Script Writing (Advanced)
10. Prepares NMP exhibition texts, captions, and labels in in layman's language both Filipino and English to Filipino and vice versa and other local languages to ensure accessibility & inclusivity in educating the audience/public
F36 - Visitor Operations Administration (3.1)
Others:
F30- Regional Administration and Operations Management (Intermediate)
11. 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.
12. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	✓ Office of the Director, Visayas National Museums- Central
Position Title	✓ Visayas Regional Museum and Satellite Office (Cebu City)
No. of Vacant Position	✓ Museum Researcher II
Item No/s.	✓ One (1)
Salary Grade	✓ NMB-MUSR2-74-2016
Place of Assignment	✓ 14 (PHP 33,843.00) SSL 2023
	✓ Cebu 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

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Intermediate) Delivers and adds value to clients' standards and requirements.</p> <p>C2 – Exemplifying Integrity (Intermediate) Ascertains correct understanding of the values and principles of the organization in every situation.</p> <p>C3 – Personal Effectiveness (Intermediate) Seeks opportunities to realize expectations about own abilities and skills to serve other relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Intermediate)</p>

Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity.

Functional Competencies

F5 – Collaboration and Networking (Intermediate)

F6 – Collection Conservation Theory and Practice (Intermediate)

F7 – Collections Management (Intermediate)

1. Sorts/organizes specimens/objects and prepares updated list of inventory of specimens/collections in coordination with the Museum Technician to ensure its completeness and to protect the collections against theft or damage in displays, exhibitions and working or storage areas.

F8 – Communicating Effectively (Intermediate)

F9 – Digital Literacy (Intermediate)

F11 – Exhibition Development (Basic)

F12 – Exhibition Production (1.1, 1.4)

2. Develops museum educational programs/activities and exhibition proposals out of information derived from researches, in coordination with the concerned curatorial and technical divisions and in collaboration with the Information Officer under the supervision of the Regional Head for the effective implementation of Museum Educational Program/Activities and exhibition proposals.

F16 – Information, Education and Communications (IEC) Materials Development and Management (2.1, 2.3)

3. Crafts and publishes social media content and printed IEC materials out of information derived from researches, in coordination with the concerned curatorial and technical divisions, in collaboration with the Information Officer under the supervision of the Regional Head to increase public awareness, educate and engage the community in the appreciation of the Filipino heritage.

4. Prepares brochures, handouts, posters and other information materials for printing to convey information effectively and educate the community.

5. Disseminates educational information through lectures, seminars and guided tours to increase public awareness;

F21 – Laboratory Management (Intermediate)

6. Facilitates the monitoring and maintenance of specimens/ artworks/ ethnographical materials per gallery assigned and risk assessment in coordination with the Museum Technician for an efficient and effective preservation and protection of collections.

7. Monitors galleries/ storage/ building and other facilities with proper form/ report to ensure well-maintained galleries/ storage/ building and other facilities.

F26 – Policy Management (Basic)

F28 – Publication Production (Intermediate)

F29 – Records and Documents Management (Basic)

F31 – Research Design and Implementation (Intermediate)

F34 – Technical Writing (Intermediate)

8. Conducts scientific research, including fieldwork and other research activities, pertinent to museum collections and exhibitions, natural heritage, tangible and intangible cultural heritage, and heritage buildings, sites/areas, as well as those pertinent to collections and heritage building conservation to produce quality researches, and other activities.¹⁶ Publishes articles/monographs in museum field reports, publications, and/or peer-reviewed and reputable journals from the research/is conducted, in coordination with the concerned curatorial and technical divisions and regional museum head to undertake quality researches and publications.

F35 – Tour Script Writing (Advanced)

9. Writes exhibition texts, captions and labels in layman's language both English to Filipino to local dialect and vice versa for an in-depth understanding of information, knowledge, and ideas. Prepares Museum Tour/ Show Script in coordination with the Museum Guide for the efficient and effective conduct of gallery tours.

Others:

10. 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.

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

Office Assignment	Office of the Director, Visayas National Museums-Central Visayas Regional Museum and Satellite Office (Dumaguete, Negros Oriental)
Position Title	Museum Researcher II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSR2-77-2016
Salary Grade	14 (PHP 33,843.00) SSL 2023
Place of Assignment	Dumaguete, Negros Oriental

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

Duties and Responsibilities
Core Competencies: C1 – Delivering Professional and Excellent Service (Intermediate) Delivers and adds value to clients' standards and requirements. C2 – Exemplifying Integrity (Intermediate) Ascertains correct understanding of the values and principles of the organization in every situation. C3 – Personal Effectiveness (Intermediate) Seeks opportunities to realize expectations about own abilities and skills to serve other relationships within and outside the organization. C4 – Solving Problems and Making Decisions (Intermediate) Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity.
Functional Competencies F5 – Collaboration and Networking (Intermediate) F6 – Collection Conservation Theory and Practice (Intermediate) F7 – Collections Management (Intermediate) 1. Sorts/organizes specimens/ objects and prepares updated list of inventory of specimens/ collections in coordination with the Museum Technician to ensure its completeness and to protect the collections against theft or damage in displays, exhibitions and working or storage areas. F8 – Communicating Effectively (Intermediate) F9 – Digital Literacy (Intermediate) F11 – Exhibition Development (Basic) 2. Develops a concept design based on defined learning goals, target audience and stakeholders F12 – Exhibition Production (1.1, 1.4) F16 – Information, Education and Communications (IEC) Materials Development and Management (2.1, 2.3) 3. Crafts and publishes social media content and printed IEC materials out of information derived from researches, in coordination with the concerned curatorial and technical divisions, in collaboration with the Information Officer under the supervision of the Regional Head to increase public awareness, educate and engage the community in the appreciation of the Filipino heritage; 4. Prepares brochures, handouts, posters and other information materials for printing to convey information effectively and educate the community

5. Disseminates educational information through lectures, seminars and guided tours to increase public awareness;
F21 – Laboratory Management (Intermediate)
6.. Facilitates the monitoring and maintenance of specimens/ artworks/ ethnographical materials per gallery assigned and risk assessment in coordination with the Museum Technician for an efficient and effective preservation and protection of collections;
Monitors galleries/ storage/ building and other facilities with proper form/ report to ensure a well-maintained galleries/ storage/ building and other facilities
F26 – Policy Management (Basic)
F28 – Publication Production (Intermediate)
F29 – Records and Documents Management (Basic)
F31 – Research Design and Implementation (Intermediate)
F34 – Technical Writing (Intermediate)
7. Conducts scientific research, including fieldwork and other research activities, pertinent to museum collections and exhibitions, natural heritage, tangible and intangible cultural heritage, and heritage buildings, sites/areas, as well as those pertinent to collections and heritage building conservation to produce quality researches, and other activities;
8. Publishes articles/monographs in museum field reports, publications, and/or peer-reviewed and reputable journals from the research/ers conducted, in coordination with the concerned curatorial and technical divisions and regional museum head to undertake quality researches and publications;
F35 – Tour Script Writing (Advanced)
9. Writes exhibition texts, captions and labels in layman's language both English to Filipino to local dialect and vice versa for an in-depth understanding of information, knowledge, and ideas.
10. Prepares Museum Tour/ Show Script in coordination with the Museum Guide for the efficient and effective conduct of gallery tour;
Others:
11. 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;
12. Performs other duties and responsibilities as may be assigned by the supervisor.

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 Researcher II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSR2-70-2007
Salary Grade	14 (PHP 33,843.00) SSL 2023
Place of Assignment	Quezon, Palawan

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

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Intermediate) Delivers and adds value to clients' standards and requirements;</p> <p>C2 – Exemplifying Integrity (Intermediate)</p>

Ascertains correct understanding of the values and principles of the organization in every situation;

C3 – Personal Effectiveness (Intermediate)

Seeks opportunities to realize expectations about own abilities and skills to serve other relationships within and outside the organization;

C4 – Solving Problems and Making Decisions (Intermediate)

Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity;

Functional Competencies

F5 – Collaboration and Networking (Intermediate)

F6 – Collection Conservation Theory and Practice (Intermediate)

F7 – Collections Management (Intermediate)

1.. Sorts/organized specimens/ objects and prepares updated list of inventory of specimens/ collections in coordination with the Museum Technician to ensure its completeness and to protect the collections against theft or damage in displays, exhibitions and working or storage areas;

F8 – Communicating Effectively (Intermediate)

F9 – Digital Literacy (Intermediate)

F11 – Exhibition Development (Basic)

F12 – Exhibition Production (1.1, 1.4)

2. Develops museum educational programs/activities and exhibition proposals out of information derived from researches, in coordination with the concerned curatorial and technical divisions and in collaboration with the Information Officer under the supervision of the the Regional Head for the effective implementation of Museum Educational Program/Activities and exhibition proposals;

F16 – Information, Education and Communications (IEC) Materials Development and Management (2.1, 2.3)

3. Crafts and publishes social media content and printed IEC materials out of information derived from researches, in coordination with the concerned curatorial and technical divisions, in collaboration with the Information Officer under the supervision of the Regional Head to increase public awareness, educate and engage the community in the appreciation of the Filipino heritage;

4.Pre pares brochures, handouts, posters and other information materials for printing to convey information effectively and educate the community;

Disseminates educational information through lectures, seminars and guided tours to increase public awareness;

F21 – Laboratory Management (Intermediate)

5. Facilitates the monitoring and maintenance of specimens/ artworks/ ethnographical materials per gallery assigned and risk assessment in coordination with the Museum Technician for an efficient and effective preservation and protection of collections;

6.Monitors galleries/ storage/ building and other facilities with proper form/ report to ensure a well-maintained galleries/ storage/ building and other facilities;

F26 – Policy Management (Basic)

F28 – Publication Production (Intermediate)

F29 – Records and Documents Management (Basic)

F31 – Research Design and Implementation (Intermediate)

F34 – Technical Writing (Intermediate)

7. Conducts scientific research, including fieldwork and other research activities, pertinent to museum collections and exhibitions, natural heritage, tangible and intangible cultural heritage, and heritage buildings, sites/areas, as well as those pertinent to collections and heritage building conservation to produce quality researches, and other activities;

8.Publishes articles/monographs in museum field reports, publications, and/or peer-reviewed and reputable journals from the researches conducted, in coordination with the concerned curatorial and technical divisions and regional museum head to undertake quality researches and publications .

F35 – Tour Script Writing (Advanced)

9. Writes exhibition texts, captions and labels in layman's language both English to Filipino to local dialect and vice versa for an in-depth understanding of information, knowledge, and ideas;

10. Prepares Museum Tour/ Show Script in coordination with the Museum Guide for the efficient and effective conduct of gallery tour
Others: 11. 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. 12. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director, Northern Luzon National Museums Cagayan Valley Regional Museum and Satellite Office (Peñablanca, Cagayan)
Position Title	Administrative Assistant III
No. of Vacant Position	One (1)
Item No/s.	NMB-ADAS3-11-2016
Salary Grade	9 (PHP 21,211.00) SSL 2023
Place of Assignment	Peñablanca, Cagayan

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

Duties and Responsibilities
Core Competencies: C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency’s established standards of delivery of service level agreements and delivers explicit requirements of clients. C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service. C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization. C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process
Functional Competencies F8 – Communicating Effectively (Basic) 1. Attends to visitor concerns, answers minor queries and other public services 2. Assists in the preparation of documents and communications of the Office F9 – Digital Literacy (Basic) 3. Performs highly skilled and responsible clerical work such as encoding, powerpoint presentations etc. F29- Records and Documents Management (Intermediate) 4. Takes charge in records management of the Office 5. Takes charge in receiving, recording, routing, monitoring and releasing of documents and communication to and from the Office F14 - General Administration and Support Services Management (Basic)

6. Supervises the works of medium sized groups of clerical workers/engineering aide
Others: 7. 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. 8. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director Central Southern Luzon and Mimaropa National Museums - Romblon Regional Museum and Satellite Office (Banton, Romblon)
Position Title	Administrative Assistant III
No. of Vacant Position	One (1)
Item No/s.	NMB-ADAS3-20-2016
Salary Grade	9 (PHP 21,211.00) SSL 2023
Place of Assignment	Banton, Romblon

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

Duties and Responsibilities
Core Competencies: C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency’s established standards of delivery of service level agreements and delivers explicit requirements of clients. C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service. C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization. C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process
Functional Competencies F8 – Communicating Effectively (Basic) 1. Attends to visitor concerns, answers minor queries and other public services 2. Assists in the preparation of documents and communications of the Office F9 – Digital Literacy (Basic) 3. Performs highly skilled and responsible clerical work such as encoding, powerpoint presentations etc. F29- Records and Documents Management (Intermediate) 4. Takes charge in records management of the Office 5. Takes charge in receiving, recording, routing, monitoring and releasing of documents and communication to and from the Office F14 - General Administration and Support Services Management (Basic) 6. Supervises the works of medium sized groups of clerical workers/engineering aide

Others:
7. 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.
8. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director Mindanao National Museums Sulu Archipelago Area Museum and Satellite Office (Jolo, Sulu)
Position Title	Museum Guide
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSG-80-2007
Salary Grade	9 (PHP 21,211.00) SSL 2023
Place of Assignment	Jolo, Sulu

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

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process</p> <p>Functional Competencies</p> <p>F4 – Client Feedback Analysis (1.2, 1.3) 1. Helps in addressing and distributing educational or promotional materials 2. Administers, Encodes/inputs client feedback, and submits report on Museum Experience Surveys</p> <p>F7 – Collections Management (1.1) 3. Assists in monitoring exhibit items, protecting them from defacement, vandalism, or theft 4. Helps in monitoring and coordinating with maintenance personnel in keeping the exhibition galleries clean, orderly and presentable</p> <p>F8 – Communicating Effectively (Intermediate) 5. 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 6. Attends/Responds to public inquiries and requests for museum services 7. Drafts and submits reports relative to visitor operations</p>

F16 – Information, Education and Communications (IEC) Materials Development and Management (1.5)
F20 – Interpretive Writing (Basic) 8. Assist the Information Officer and Museum Researcher in drafting information/interpretive materials
F25 – Monitoring and Evaluation (2.3) 9. Updates and maintains the database on museum visitor operations 10. Generates information/data on visitor statistics monthly, semestral, annually, and as the need arises
F29 – Records and Documents Management (Basic) 11. Keeps up-to-date records and statistics on museum visitors
F35 – Tour Script Writing (Intermediate) 12. 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
F36 – Visitor Operations Administration (Basic) 13. Guides visitors to the museum exhibitions, lectures, demonstrations, slide, and film shows, and other educational activities 14. Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests 15. Participates and assists in the guides and docents' programs of the Agency 16. Ensures properly managed booking, reservation of tours, introductory and guiding services, etc.
Others: 17. 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. 18. Performs other duties and responsibilities as may be assigned by the supervisor.

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 Guide
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSG-76-2007
Salary Grade	9 (PHP 21,211.00) SSL 2023
Place of Assignment	Quezon, Palawan

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

Duties and Responsibilities
Core Competencies: C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients. C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.

C3 – Personal Effectiveness (Basic)	Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.
C4 – Solving Problems and Making Decisions (Basic)	Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process
Functional Competencies	
F4 – Client Feedback Analysis (1.2,1.3)	1. Helps in addressing and distributing educational or promotional materials; 2. Administers, Encodes/inputs client feedback, and submits report on Museum Experience Surveys;
F7 – Collections Management (1.1)	3. Assists in monitoring exhibit items, protecting them from defacement, vandalism, or theft; 4. Helps in monitoring and coordinating with maintenance personnel in keeping the exhibition galleries clean, orderly and presentable;
F8 – Communicating Effectively (Intermediate)	5. 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;
F16 – Information, Education and Communications (IEC) Materials Development and Management (1.5)	
F20 – Interpretive Writing (Basic)	6. Assist the Information Officer and Museum Researcher in drafting information/interpretive materials;
F25 – Monitoring and Evaluation (2.3)	7. Updates and maintains the database on museum visitor operations; 8. Generates information/data on visitor statistics monthly, semestral, annually, and as the need arises;
F29 – Records and Documents Management (Basic)	9. Keeps up-to-date records and statistics on museum visitors;
F35 – Tour Script Writing (Intermediate)	10. 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;
F36 – Visitor Operations Administration (Basic)	11. Guides visitors to the museum exhibitions, lectures, demonstrations, slide, and film shows, and other educational activities; 12. Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests;
Others:	
13. 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.	
14. Performs other duties and responsibilities as may be assigned by the supervisor.	

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

CSC Qualification Standards

Education	Completion of two years studies in college
Training	4 hours of relevant training
Experience	1 year of relevant experience

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process</p>
<p>Functional Competencies</p> <p>F4 – Client Feedback Analysis (1.2, 1.3) 1. Helps in addressing and distributing educational or promotional materials; 2. Administers, Encodes/inputs client feedback, and submits report on Museum Experience Surveys;</p> <p>F7 – Collections Management (1.1) 3. Assists in monitoring exhibit items, protecting them from defacement, vandalism, or theft 4. Helps in monitoring and coordinating with maintenance personnel in keeping the exhibition galleries clean, orderly and presentable;</p> <p>F8 – Communicating Effectively (Intermediate) 5. 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 6. Attends/Responds to public inquiries and requests for museum services 7. Drafts and submits reports relative to visitor operations</p> <p>F16 – Information, Education and Communications (IEC) Materials Development and Management (1.5)</p> <p>F20 – Interpretive Writing (Basic) 8. Assist the Information Officer and Museum Researcher in drafting information/interpretive materials ;</p> <p>F25 – Monitoring and Evaluation (2.3) 9. Updates and maintains the database on museum visitor operations; 10. Generates information/data on visitor statistics monthly, semestral, annually, and as the need arises;</p> <p>F29 – Records and Documents Management (Basic) 11. Keeps up-to-date records and statistics on museum visitors;</p> <p>F35 – Tour Script Writing (Intermediate) 12. 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;</p> <p>F36 – Visitor Operations Administration (Basic) 13. Guides visitors to the museum exhibitions, lectures, demonstrations, slide, and film shows, and other educational activities; 14. Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests; 15. Participates and assists in the guides and docents' programs of the Agency; 16. Ensures properly managed booking, reservation of tours, introductory and guiding services, etc.</p> <p>Others:</p>

17. 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.
18. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director of 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

Duties and Responsibilities	
Core Competencies:	
C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients.	
C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.	
C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.	
C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process	
Functional Competencies	
F4 – Client Feedback Analysis (1.2, 1.3) 1. Helps in addressing and distributing educational or promotional materials 2. Administers, Encodes/inputs client feedback, and submits report on Museum Experience Surveys	
F7 – Collections Management (1.1) 3. Assists in monitoring exhibit items, protecting them from defacement, vandalism, or theft 4. Helps in monitoring and coordinating with maintenance personnel in keeping the exhibition galleries clean, orderly and presentable	
F8 – Communicating Effectively (Intermediate) 5. 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 6. Attends/Responds to public inquiries and requests for museum services 7. Drafts and submits reports relative to visitor operations	
F16 – Information, Education and Communications (IEC) Materials Development and Management (1.5)	
F20 – Interpretive Writing (Basic)	

8.	Assist the Information Officer and Museum Researcher in drafting information/interpretive materials
F25 – Monitoring and Evaluation (2.3)	
9.	Updates and maintains the database on museum visitor operations
10.	Generates information/data on visitor statistics monthly, semestral, annually, and as the need arises
F29 – Records and Documents Management (Basic)	
11.	Keeps up-to-date records and statistics on museum visitors
F35 – Tour Script Writing (Intermediate)	
12.	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
F36 – Visitor Operations Administration (Basic)	
13.	Guides visitors to the museum exhibitions, lectures, demonstrations, slide, and film shows, and other educational activities
14.	Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests
15.	Participates and assists in the guides and docents' programs of the Agency
16.	Ensures properly managed booking, reservation of tours, introductory and guiding services, etc.
Others:	
17.	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.
18.	Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director, Northern Luzon national Museums - Kabayan Burial Caves Site Museum and Satellite Office (Kabayan, Benguet)
Position Title	Museum Technician II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUST2-84-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	Kabayan, Benguet

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 (MC10, s. 2013 - Cat II)

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency’s established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Basic)</p>

Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process
Functional Competencies
F6 – Collection Conservation Theory and Practice (Basic)
F7 – Collections Management (Basic)
1. Restores, maintains, and prepares reference collections for research, exhibition, and related activities;
2. Conducts preventive maintenance and monitoring of reference collections in the repository and exhibition areas;
3. Assists in transportation of the collections;
4. Assists in the activities of NM Regional Satellite Office researchers; Assists with the supervision in the maintenance of National Collections;
F8 – Communicating Effectively (Basic)
F9 – Digital Literacy (Basic)
5. Assists in the NMP collections database and other IT concerns;
F21 – Laboratory Management (Basic)
6. Performs housekeeping works in the galleries, repositories, and laboratories;
Others:
7. 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.
8. Performs other duties and responsibilities as may be assigned by the supervisor.

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-MUST2-85-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	Quezon, Palawan

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 (MC10, s. 2013 - Cat II)

Duties and Responsibilities
Core Competencies:
C1 – Delivering Professional and Excellent Service (Basic)
Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients.
C2 – Exemplifying Integrity (Basic)
Complies with prevailing code of ethics, morals, and norms in public service.
C3 – Personal Effectiveness (Basic)
Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.
C4 – Solving Problems and Making Decisions (Basic)

Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process
Functional Competencies F6 – Collection Conservation Theory and Practice (Basic) F7 – Collections Management (Basic) 1.Restores, maintains, and prepares reference collections for research, exhibition, and related activities; 2.Conducts preventive maintenance and monitoring of reference collections in the repository and exhibition areas; 3.Assists in transportation of the collections; 4.Assists in the activities of NM Regional Satellite Office researchers; Assists with the supervision in the maintenance of National Collections; F8 – Communicating Effectively (Basic) F9 – Digital Literacy (Basic) 5.Assists in the NMP collections database and other IT concerns; F21 – Laboratory Management (Basic) 6.Performs housekeeping works in the galleries, repositories, and laboratories; Others: 7. 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; 8. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director Central Southern Luzon and Mimaropa National Museums - Romblon Regional Museum and Satellite Office (Banton, Romblon)
Position Title	Museum Technician II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUST2-98-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	Banton, Romblon

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 (MC10, s. 2013 - Cat II)

Duties and Responsibilities
Core Competencies: C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients. C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service. C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization. C4 – Solving Problems and Making Decisions (Basic)

Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process
Functional Competencies F6 – Collection Conservation Theory and Practice (Basic) F7 – Collections Management (Basic) 1. Restores, maintains, and prepares reference collections for research, exhibition, and related activities; 2. Conducts preventive maintenance and monitoring of reference collections in the repository and exhibition areas; 3. Assists in transportation of the collections; 4. Assists in the activities of NM Regional Satellite Office researchers; Assists with the supervision in the maintenance of National Collections; F8 – Communicating Effectively (Basic) F9 – Digital Literacy (Basic) 5. Assists in the National Museum collections database and other IT concerns; F21 – Laboratory Management (Basic) 6. Performs housekeeping works in the galleries, repositories, and laboratories; Others: 7. 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. 8. Performs other duties and responsibilities as may be assigned by the supervisor. Turn on screen reader support To enable screen reader support, press Ctrl+Alt+Z To learn about keyboard shortcuts, press Ctrl+slash

Office Assignment	Office of the Director, Visayas National Museums, Central
Position Title	Visayas Regional Museum and Satellite Office (Cebu City)
No. of Vacant Position	Museum Technician II
Item No/s.	One (1)
Salary Grade	NMB-MUST2-7-2015
Place of Assignment	8 (PHP 19,744.00) SSL 2023
	Cebu 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	Museum Technician (MC10, s. 2013 - Cat II)

Duties and Responsibilities
Core Competencies: C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency’s established standards of delivery of service level agreements and delivers explicit requirements of clients. C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service. C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization. C4 – Solving Problems and Making Decisions (Basic)

Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.
Functional Competencies F6 – Collection Conservation Theory and Practice (Basic) F7 – Collections Management (Basic) 1.Restores, maintains, and prepares reference collections for research, exhibition, and related activities; 2.Conducts preventive maintenance and monitoring of reference collections in the repository and exhibition areas; 3.Assists in transportation of the collections; 4.Assists in the activities of NM Regional Satellite Office researchers; 5.Assists with the supervision in the maintenance of National Collections. F8 – Communicating Effectively (Basic) F9 – Digital Literacy (Basic) 6.Assists in the NMP collections database and other IT concerns; F21 – Laboratory Management (Basic) 7.Performs housekeeping works in the galleries, repositories, and laboratories; Others: 8. 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. 9. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director Visayas National Museums Central Visayas Regional Museum and Satellite Office (Dumaguete, Negros Oriental)
Position Title	Museum Technician II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUST2-95-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	Dumaguete, Negros Oriental

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 (MC10, s. 2013 - Cat II)

Duties and Responsibilities
Core Competencies: C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency’s established standards of delivery of service level agreements and delivers explicit requirements of clients. C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service. C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization. C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process

Functional Competencies	
F6 – Collection Conservation Theory and Practice (Basic)	
F7 – Collections Management (Basic)	
1. Restores, maintains, and prepares reference collections for research, exhibition, and related activities	
2. Conducts preventive maintenance and monitoring of reference collections in the repository and exhibition areas	
3. Assists in transportation of the collections	
4. Assists in the activities of NM Regional Satellite Office researchers; Assists with the supervision in the maintenance of National Collections	
F8 – Communicating Effectively (Basic)	
F9 – Digital Literacy (Basic)	
5. Assists in the NMP collections database and other IT concerns;	
F21 – Laboratory Management (Basic)	
6. Performs housekeeping works in the galleries, repositories, and laboratories;	
Others:	
7. 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.	
8. Performs other duties and responsibilities as may be assigned by the supervisor.	

Office Assignment	Office of the Director Northern Luzon National Museums Cagayan Valley Regional Museum and Satellite Office (Peñablanca, Cagayan)
Position Title	Engineering Aide
No. of Vacant Position	One (1)
Item No/s.	NMB-ENGA-6-2015
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Peñablanca, Cagayan

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)

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process</p>

Functional Competencies	
F2 – Building and Facilities Maintenance Management (1.1)	
1.Assists in the administrative function and in the maintenance/repair of the RAOD's facilities, buildings, offices, etc for the protection and preservation of NM properties; Assists the NM field workers in the conduct/implementation of Museum projects/activities"	
2.Maintains the cleanliness and sanitation of Museum offices/premises and facilities	
Others:	
3. 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.	
4. Performs other duties and responsibilities as may be assigned by the supervisor.	

Office Assignment	Office of the Director Northern Luzon national Museums - Kabayan Burial Caves Site Museum and Satellite Office (Kabayan, Benguet)
Position Title	Engineering Aide
No. of Vacant Position	One (1)
Item No/s.	NMB-ENGA-49-2016
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Kabayan, Benguet

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)

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process</p>
<p>Functional Competencies</p> <p>F2 – Building and Facilities Maintenance Management (1.1)</p> <p>1. Assists in the administrative function and in the maintenance/repair of the RAOD's facilities, buildings, offices, etc for the protection and preservation of NM properties; Assists the NM field workers in the conduct/implementation of Museum projects/activities</p> <p>2. Maintains the cleanliness and sanitation of Museum offices/premises and facilities</p> <p>Others:</p>

3. 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.
4. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director Central Southern Luzon and MIMAROPA National Museums - Romblon Regional Museum and Satellite Office (Banton, Romblon)
Position Title	Engineering Aide
No. of Vacant Position	One (1)
Item No/s.	NMB-ENGA-48-2016
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Banton, Romblon

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)

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process</p>
<p>Functional Competencies</p> <p>F2 – Building and Facilities Maintenance Management (1.1)</p> <ol style="list-style-type: none"> Assists in the administrative function and in the maintenance/repair of the RAOD's facilities, buildings, offices, etc for the protection and preservation of NM properties; Maintains the cleanliness and sanitation of Museum offices/premises and facilities; Assists in the administrative functions such as messengerial, purchasing of supply/materials, payments of bills and records management Assists in the maintenance of National collections Assists the NM field workers in the conduct/implementation of Museum projects/activities <p>Others:</p> <ol style="list-style-type: none"> 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 of 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)

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Basic) Complies with the Agency's established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>C3 – Personal Effectiveness (Basic) Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.</p> <p>C4 – Solving Problems and Making Decisions (Basic) Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process</p> <p>Functional Competencies</p> <p>F2 – Building and Facilities Maintenance Management (1:1)</p> <ol style="list-style-type: none"> 1. Possess unexpired professional driver's license, authorized/privileged to drive four (4) wheeled vehicles; 2. Reports directly to their respective Regional Museum Head/Officer-in-Charge on matters or concerns related to the vehicle 3. Prepares Trip Ticket and filling out the same during official travel 4. Maintains the official NMP vehicle, renew the road license and vehicle insurances, perform minor repairs and ensure that the vehicle is kept clean; 5. Checks/monitors on a daily basis, battery, light, oil, water, brake and brake fluids, air, gas, engine, tire, horn and cleanliness of the interior and exterior of the vehicle and keeping the assigned vehicle well-maintained and in good running condition; 6. Report any vehicular accident, breakdown or emergency and, if required, secure Police Report and submits narrative report on the incident; 7. Complies with all other policies, guidelines, procedures and reminders to drivers on the proper use, maintenance and security of vehicles; 8. Renders services whether regular or overtime, as needed during disasters, emergencies, or other exigencies of the service; <p>Others:</p> <ol style="list-style-type: none"> 9. 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. 10. Performs other duties and responsibilities as may be assigned by the supervisor.

Interested applicants must submit the following via online to hrmpssecretariat@nmp-hrmd.com, 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 copies to be retained)</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 Authenticated 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 **September 15, 2023 to October 12, 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 