



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

CENTRAL OFFICE

Office Assignment	Zoology Division
Position Title	Museum Curator II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSC2-28-2007
Salary Grade	24 (90,078.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Master's Degree OR Certificate in Leadership and Management from the CSC
Training	40-hours of Supervisory/ Management Training/ Learning & Development Intervention
Experience	4 years of supervisory/management 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 (Advanced) Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.</p> <p>L2- Creating and Nurturing a High-Performing Organization (Advanced) Creates a culture where teamwork and interdependence are nurtured by facilitating collaboration across organizations.</p> <p>L3- Leading Change (Intermediate) Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p> <p>L4- Managing Performance and Coaching for Results (Advanced) Monitors the strategic imperatives of the organization and orchestrates teams, work, and organizational culture around this to ensure that performance standard is achieved.</p> <p>L5- Thinking Strategically and Creatively (Advanced)</p>

Plans, crafts, and adapts office targets and strategies for achieving the vision, mission, and objectives of the agency or organization and secures the proper implementation of these strategies

Functional Competencies :

F1. Budget Administration and Control (Basic)

1. Evaluates, reviews and recommends to management the maximization of the utilization of funds of the Zoology Division.
2. Recommends approval of the Zoology Division's administrative and financial documentary requirements such as WFP and PPMP, DPCR, Division Policies and Guidelines and project proposals on curation, collections management and conservation of the zoological reference collection.

F6. Collection Conservation Theory and Practice (Superior)

3. Evaluates, reviews and recommends to the management the maximization of the utilization of funds of the Zoology Division.

F7. Collections Management (Superior)

4. Supervises the overall maintenance and development of the Philippine Zoological Reference Collection; and constantly collaborates with other museums for improving the collections management framework.

F8. Communicating Effectively (Superior)

5. Organize, facilitate and participate in various meetings including among others, technical meetings, planning sessions, staff meetings etc.;
6. Develops communication plans and programs and strategizes an adaptive and responsive communication plan.

F9. Digital Literacy (4.3)

7. Lead the use of new and advanced technology in the division

F11. Exhibition Development (Superior)

10. Provide technical assistance or data regarding exhibitions related to zoology
11. Provides strategic planning and effective implementation of the Zoology Division's exhibition programs.

F12. Exhibition Production (2.1, 2.4)

12. Initiates the production of the exhibition in accordance with established guidelines and standards.
13. Provide technical assistance or data regarding exhibitions related to zoology.

F16. Information, Education and Communications (IEC) Materials Development and Management (Advanced)

14. Supervises the maintenance and establishment of zoological reference materials collection.

F20. Interpretive Writing (Superior)

15. Evaluates the effectiveness of interpretive written materials.

F21. Laboratory Management (Superior)

16. Oversees the laboratory management system of the division.

F26. Policy Management (Advanced)

17. Aligns work outputs and processes to the division's directions and priorities in conformity with the mission and visions of the NMP; as well as ensuring conformance to internal and external policies applicable to the Zoology Division;

F27. Programs and Events Management (Superior)

18. Organize, facilitate and participate in various meetings, symposia, seminars and workshops on Philippine Zoology and its subdisciplines

F28. Publication Production (Superior)

19. Supervises the overall maintenance and development of the Philippine National Herbarium Collection, and the publication of research results;
20. Develops, monitors and evaluates a publication program.

F29. Records and Documents Management (Advanced)

21. Leads in the improvement of existing records management system.

F31. Research Design and Implementation (Superior)

22. Plans, organizes, directs and supervises the conduct of researches on taxonomy and systematics including applied researches in the field of Zoology;
23. Initiates linkages, monitoring and collaboration of research activities with local and international research and academic institutions.
24. Sets the direction of the Zoology Division in fulfilling the four core functions of research and publication, exhibition, management of collection and technical assistance.

F32.Risk Management (Advanced)
25. Implements action plans in addressing the risks and opportunities of the division
F34.Technical Writing (Advanced)
26. Reviews, edits, analyzes and recommends approval of documents, reports and proposals.
Others:
27. 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; Participates in lectures, symposia, seminars, fora, conferences, etc.
28. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Ethnology Division
Position Title	Museum Curator II
No. of Vacant Position	(One) 1
Item No/s.	NMB-MUSC2-31-2007
Salary Grade	24 (90,078.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Master's Degree OR Certificate in Leadership and Management from the CSC
Training	40 hours of Supervisory/ Management Training/ Learning & Development Intervention
Experience	4 years of supervisory/management 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 (Advanced) Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.</p> <p>L2- Creating and Nurturing a High-Performing Organization (Advanced) Creates a culture where teamwork and interdependence are nurtured by facilitating collaboration across organizations.</p> <p>L3- Leading Change (Intermediate) Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p> <p>L4- Managing Performance and Coaching for Results (Advanced)</p>

Monitors the strategic imperatives of the organization and orchestrates teams, work, and organizational culture around this to ensure that performance standard is achieved.

L5- Thinking Strategically and Creatively (Advanced)

Plans, crafts, and adapts office targets and strategies for achieving the vision, mission, and objectives of the agency or organization and secures the proper implementation of these strategies.

Functional Competencies

F1 - Budget Administration and Control (Basic)

1. Consolidates, reviews, recommends, monitors, and evaluates the WFP and PPMP of the division;

F6 - Collection Conservation Theory and Practice (Superior)

2. Consolidates, reviews, recommends, and evaluates conservation measures for the collection, repositories, exhibitions, and other facilities in relation to the preventive and interventive conservation of the collections;

F7 - Collections Management (Superior)

3. Oversees the management of the National Ethnographic Collection exhibited and stored at the National Museum of Anthropology, selected RASMSOs, and other partner institutions;

F8 - Communicating Effectively (Superior)

F9 - Digital Literacy (4.3)

F11 - Exhibition Development (Superior)

4. Supervises the development of exhibitions and recommends to the Office of the Director for National Museum of Anthropology and/or Office of the Deputy Director General for Museums the reviewed proposals/concepts"

F12 - Exhibition Production (2.1, 2.4)

5. Establishes and strengthens collaboration with external partners

6. Reviews and recommends the Technical Specifications/ Terms of Reference for the procurement process

7. Reviews and recommends the lay out of the exhibitions, objects, texts, captions, promotional materials and other collaterals

8. Supervises the installation of new exhibitions and the monitoring and maintenance of existing exhibitions

F16 - Information, Education and Communications (IEC) Materials Development and Management (Advanced)

9. Consolidates, reviews, recommends, monitors and evaluates EC materials in relation to the different programs, projects, and activities of the division

F20 - Interpretive Writing (Superior)

F21 - Laboratory Management (Superior)

10. Manages the laboratory and repositories assigned to the division"

F26 - Policy Management (Advanced)

11. Crafts, reviews, updates, recommends the implementation, and evaluates internal policies of the division "

F27 - Programs and Events Management (Superior)

12. Manages the different programs and events of the division and in collaboration with other divisions, institutions, and individuals"

F28 - Publication Production (Superior)

13. Consolidates, reviews, and recommends publications in relation to researches, exhibitions, collections, and other programs and projects of the division "

F29 - Records and Documents Management (Advanced)

14. Manages the records and documents of the division in relation to collections, researches, exhibitions, publications, and other programs and projects of the division"

F31 - Research Design and Implementation (Superior)

15. Supervises the implementation, design, preparation, monitoring, and evaluation of the researches of the division

16. Conducts, monitors, and evaluates researches of the division"

F32 - Risk Management (Advanced)

17. Determines risks, assesses the effects, recommends action plan, and supervises the implementation, monitoring, and review of the action plan "

F34 - Technical Writing (Advanced)

18. Consolidates, reviews, and recommends research proposals, field/ travel/ progress/ technical/ terminal/ completion reports, publications, and other communications or documents in relation to the programs, projects, and activities of the division
Others:
19. Performs other duties and responsibilities as may be assigned by the supervisor.

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

CSC Qualification Standards

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

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 (Intermediate) Builds partnerships and networks to deliver or enhance work outcomes.</p> <p>L2-Creating and Nurturing a High-Performing Organization (Intermediate) Builds a shared sense of destiny among individuals with seemingly disparate views, concerns, and aspirations; creates team cohesion and improves individual and team performance.</p> <p>L3- Leading Change (Intermediate) Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p> <p>L4- Managing Performance and Coaching for Results (Intermediate) Creates tools and/or applies new methods in correcting and improving below-standard or non-compliant performance of individuals or groups.</p> <p>L5- Thinking Strategically and Creatively (Intermediate) Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.</p> <p>Functional Competencies</p> <p>F1 - Budget Administration Control (3,4)</p>

1. Directs the consultation activities to each tier of the agency organization with the objective of developing and executing a sound budget.	F8 - Communicating Effectively (Advanced)
2. Administers information dissemination of the division.	F13 - Financial Management (Advanced)
3. Provides stakeholders relevant financial information of the agency.	F26 - Policy Management (Advanced)
4. Identifies financial and other administrative policies and procedures that shall need development or improvement.	F32 - Risk Management (Advanced)
5. Devises protocols in the recognition and enhancement of possibilities present in the financial operations of the agency.	F34 - Technical Writing (Advanced)
6. Ensures office communications are in conformity with standards set by the agency.	
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	Archaeology Division
Position Title	Museum Curator I
No. of Vacant Position	(One) 1
Item No/s.	NMB-MUSC1-59-2016
Salary Grade	22 (71,511.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	Museum Technician (CSC MC.no 10 s. 2013- Cat II)

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 (Intermediate) Builds partnerships and networks to deliver or enhance work outcomes.</p> <p>L2-Creating and Nurturing a High-Performing Organization (Intermediate)</p>

Builds a shared sense of destiny among individuals with seemingly disparate views, concerns, and aspirations; creates team cohesion and improves individual and team performance.

L3- Leading Change (Intermediate)

Implements plans or activities related to a change initiative affecting one's functional area or expertise and

motivates division members' commitment to accept the change.

L4- Managing Performance and Coaching for Results (Intermediate)

Creates tools and/or applies new methods in correcting and improving below-standard or non-compliant performance of individuals or groups.

L5- Thinking Strategically and Creatively (Intermediate)

Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.

Functional Competencies

F1. Budget Administration and Control (Basic)

1. Monitors the actual expenditures and budget allocation of the division.

F6. Collection Conservation Theory and Practice (4.1, 4.2)

2. Supports the Museum Curator II in the development of division policies, procedures, programs, and projects in support of collections conservation.

F7. Collections Management (4.1, 4.2)

3. Supports the Museum Curator II in the development of division collections management framework.

F8. Communicating Effectively (4.1, 4.2, 4.5)

4. Supports the Museum Curator II in the development of division communication plans and programs and identifies and applies strategies for internal and external stakeholders.

F9. Digital Literacy (4.3)

5. Lead the use of technology and the internet

F11. Exhibition Development (Advanced)

6. Reviews, evaluates, and recommends the exhibition proposals for approval.

F12. Exhibition Production (2.1, 2.4)

7. Supervises the production of the exhibition.

F16. Information, Education and Communications (IEC) Materials Development and Management (3.1, 3.2, 3.3)

8. Assists in the establishment and maintenance of archaeological and prehistoric reference materials collection.

9. Assists in providing technical assistance regarding photo-documentation, exhibition, and reproduction of archaeological and prehistoric materials.

F20. Interpretive Writing (Advanced)

10. Reviews the interpretive materials.

F21. Laboratory Management (4.1, 4.2)

11. Oversees the laboratory management system and reviews policies and procedures for the maintenance of laboratory facilities and equipment.

F26. Policy Management (Advanced)

F27. Programs and Events Management (Advanced)

12. Assists in the organization of meetings, symposia, seminars, and workshops on the discipline.

F28. Publication Production (Superior)

13. Publishes results of research in reputable publications/journals.

F29. Records and Documents Management (3.1)

14. Develops and/or enhances procedures on records management system.

F31. Research Design and Implementation (4.1, 4.2)

15. Assists in planning, organizing, directing, and supervising the conduct of systematic research in the field of archaeology and prehistory.

16. Assists in the conduct of training of researchers in the various aspects of the discipline.

17. Conducts own research in Philippine archaeology and prehistory.

18. Assists in setting the direction of the division in fulfilling its four core functions.

19. Assists in the establishment of linkages, monitoring and collaboration of research activities with local/international research and academic institutions.

F32. Risk Management (Intermediate)

20.Manages and advises on the implementation of risk management processes and procedures.
E34. Technical Writing (4.1)
21.Evaluates and provides feedback on prepared reports, proposals, guidelines, procedures, and templates for implementation.
Others:
22.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.
23.Performs other duties and responsibilities as may be assigned by the supervisor.
24. Participates in Committee Work, Secretariat Services, and/or Institutional Strengthening Services.

Office Assignment	Museum Services Division
Position Title	Supervising Administrative Officer
No. of Vacant Position	One (1)
Item No/s.	NMB-SADOF-20-2016
Salary Grade	22 (71,511.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	16 hours of relevant training
Experience	3 years of relevant experience
Eligibility	Career Service (Professional)/ Second Level Eligibility

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 (Intermediate) Builds partnerships and networks to deliver or enhance work outcomes.</p> <p>L2-Creating and Nurturing a High-Performing Organization (Intermediate) Builds a shared sense of destiny among individuals with seemingly disparate views, concerns, and aspirations; creates team cohesion and improves individual and team performance.</p> <p>L3- Leading Change (Intermediate) Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p> <p>L4- Managing Performance and Coaching for Results (Intermediate) Creates tools and/or applies new methods in correcting and improving below-standard or non-compliant performance of individuals or groups.</p>

L5- Thinking Strategically and Creatively (Intermediate) Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.	
Functional Competencies	
F4- Client Feedback Analysis (4.3) 1. Reviews the post activity summary of the educational public programs, volunteer program, and events of the museum. 2. Ensures that client feedback from internal and external events are captured and acted upon"	
F8- Communicating Effectively (4.3, 4.5) 3. Communicates well, both verbal and written. 4. Supports in the creation and implementation of systems and procedures for monitoring and evaluating public museum services and events management in coordination with concerned divisions. 5. Writes and edits reports of the Division.	
F23- Library and Information Services (4.5) 6. Oversees the Central Library and Archives Section in the delivery of library and information services in the absence of the Chief Administrative Officer.	
F27- Programs and Events Management (4.1) 7. Designates as the Division's Knowledge Management Officer who shall ensure that Knowledge Products from Programs and Events are successfully managed. 8. Assists CAO in managing the coordination and facilitation of the Institution's public museum services in the central and in its satellite offices nationwide to include public and special programs and events, visitor and volunteer services, education and training.	
Others:	
F13 - Financial Management 9. Manages the financial resources and recommends the approval of financial activities of the Division through the preparation of WFP, PPMP, etc. 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	Research, Collection, and Conservation Management Division
Position Title	Administrative Officer V
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF5-9-2016
Salary Grade	18 (46,725.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

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

Duties and Responsibilities
Core Competencies: 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. C2 - Exemplifying Integrity (Advanced)

Models and encourages ethical behavior that is consistent with the organization's core values.

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.

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.

Leadership Competencies:

L1- Building Collaborative, Inclusive Working Relationships (Basic)

Maximizes existing partnerships and networks and capitalizes on these to deliver or enhance work outcomes.

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.

L3-Leading Change (Basic)

Responds effectively to the need or reason for the change and participates in the activities or initiatives inherent to it.

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.

L5-Thinking Strategically and Creatively (Basic)

Displays awareness and supports the vision, mission, values, objectives, and purposes of the agency or organization.

Functional Competencies

F1: Budget Administration and Control (Basic)

1. Reviews and recommends the Project Procurement Management Plan (PPMP), Work and Financial (WFP) and Annual Procurement Plan (APP) of the division;
2. Reviews and recommends the market study, disbursement voucher (DV), obligation service request (ORS) and Purchase Request identifies technical specifications for division requirements;
3. Recommends section and division needs and makes appropriate actions ; recommends documentary requirements;
4. Manages financial records of the division and submits reportorial requirements as needed
5. Monitors utilization of budget and implements interventions whenever necessary.

F6: Collections Conservation Theory and Practice (Advanced)

6. Practices and implements the principles of conservation
7. Practices the standards and ideal practices to ensure preservation of collections
8. Enforces policies and guidelines and assists other team members in doing the same;
9. Heads the documentation of conservation/restorative applications implemented for NMP collections;
10. Establishes cooperation and linkages with various offices

F7: Collections Management (Advanced)

11. Identifies the needs and demands of each type of specimen managed by NMP
12. Evaluates and recommends the applicable processes and practices in collections management.
13. Collaborates with stakeholders and other institutions and recommends and supervises programs/projects that supports management of museum collections

F16: Information, Education and Communications (IEC) Materials (Advanced)

14. Recommends and implements educational activities and projects that are within the set standards of the agency

F26: Policy Management (Advanced)

15. Formulates policies and procedural guidelines of the division and participates in the conduct of consultation meetings, focus group and roundtable discussions.

F29: Records and Documents Management (Advanced) Threshold

16. Develops and manages records of the division based on institutional, national and international standards followed by the agency.

17. Improves systematic arrangement of records that supports both security and accessibility of information.

Others:

F3: Built Heritage Conservation Management

18. Understands Republic Act 10066 known as the National Cultural Heritage Act and RA 11333 and considers it whenever information is disseminated

F8: Communicating Effectively

19. Communicates and responds to inquiries of the stakeholders and uses appropriate language and format to ensure direct delivery of information.

20. Participates actively during meetings/discussions and expresses their own ideas articulately.

21. Disseminates information about the division based on established protocols by the NMP

22. Develop and approve documents and write-ups about the division and the NMP and recommend visual tools for presentations such as charts, graphs, etc.

F9: Digital Literacy

23. Manages various information and communication technologies (ICT) for proper documentation, communication and retrieval of digital information and operates hardwares such as desktop computers, laptops, printers, scanners, tablets, etc.

24. Develops database with ease after training/orientation

25. Uses online platforms for programs, workshops and meetings skillfully.

F14: General Administration and Support Services Management

26. Recommends the division documents accurately.

27. Supervises the following: resources of the section and of the division, office properties and ensures proper documentation of all.

F21: Laboratory Management

28. Understands the basic knowledge about protocols, operations and maintenance of a laboratory.

29. Knows the basic handling techniques for laboratory supplies practiced in a laboratory setting.

F34: Technical Writing

30. Prepares and recommends narrative, write-ups, guidelines, reports, proposals etc. articulately.

31. 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.

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

Office Assignment	✓Ethnology Division
Position Title	✓Senior Museum Researcher
No. of Vacant Position	✓One (1)
Item No/s.	✓NMB-SRMR-69-2016
Salary Grade	✓18 (46,725.00) SSL 2023
Place of Assignment	✓Manila

CSC Qualification Standards

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

Duties and Responsibilities
Core Competencies:

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.

C2 - Exemplifying Integrity (Advanced)

Models and encourages ethical behavior that is consistent with the organization's core values.

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.

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.

Leadership Competencies:**L1- Building Collaborative Inclusive Working Relationships (Basic)**

Maximizes existing partnerships and networks and capitalizes on these to deliver or enhance work outcomes.

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.

L3-Leading Change (Basic)

Responds effectively to the need or reason for the change and participates in the activities or initiatives inherent to it.

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.

L5-Thinking Strategically and Creatively (Basic)

Displays awareness and supports the vision, mission, values, objectives, and purposes of the agency or organization.

Functional Competencies**F6 - Collection Conservation Theory and Practice (3.1, 3.2, 3.3)**

1. Reviews and recommends proposed preventive and interventive conservation on the National Ethnographic Collection

F7 - Collections Management (Advanced)

2. Supervises the organization, maintenance, movement, conservation, and inventory of the National Ethnographic Collection stored at the 5F of the NM of Anthropology and RASMSOs"

F8 - Communicating Effectively (3.1, 3.2, 3.3)**F9 - Digital Literacy (Advanced)****F11 - Exhibition Development (Intermediate)**

3. Prepares, reviews, and recommends exhibition proposals/concepts for the NM of Anthropology, RASMSOs, and partner institutions

F12 - Exhibition Production (1.1, 1.3, 1.4)

4. Assists in the preparation, transport, handling, installation, upgrading, dismantling of collections at the NM of Anthropology, RASMSOs, and partner institutions"

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

5. Develops, designs, reviews, recommends, and oversees the implementation of IEC in relation to the National Ethnographic Collection

F20 - Interpretive Writing (Intermediate)**F21 - Laboratory Management (3.1, 3.2, 3.3)**

6. Manages the National Ethnographic Collection repositories and laboratory at the NM of Anthropology

F26 - Policy Management (Intermediate)

7. Reviews, updates and revises the Collection Management Guidelines/Manual of the division"

F27 - Programs and Events Management (Intermediate)

8. Develops/designs/reviews/recommends programs or activities in relation to the National Ethnographic Collection, repositories and laboratory"

F28 - Publication Production (Advanced)

9. Extends technical assistance to the Publication Section in the preparation of catalogs, brochures, and other publications in relation to the National Ethnographic Collection
F29 - Records and Documents Management (Intermediate)
10. Oversees the organization of records and documents and design and updating of the database for National Ethnographic Collections
F31 - Research Design and Implementation (3.1, 3.2, 3.3, 3.4, 3.5, 3.6)
11. Proposes, reviews, recommends, and conducts research on preventive and interventive conservation, materials and production, handling of the National Ethnographic Collection, etc."
F34 - Technical Writing (3.1, 3.2)
12. Prepares consolidated reports, comprehensive condition assessment, and profile of the collection
13. Proposes/prepares, reviews, and recommends papers/presentations on the collections and conducted researches
Others:
14. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	✓ Archaeology Division
Position Title	✓ Museum Researcher II
No. of Vacant Position	✓ One (1)
Item No/s.	✓ NMB-MUSR2-31-2016
Salary Grade	✓ 14 (33,843.00) SSL 2023
Place of Assignment	✓ Manila

CSC Qualification Standards

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

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>F5. Collaboration and Networking (Intermediate) 1. Participates, and/or assists in the initiatives (activities, partnerships, etc.) to strengthen collaboration and linkages among local and international partners and stakeholders in the field of Archaeology.</p> <p>F6. Collection Conservation Theory and Practice (Intermediate)</p> <p>F7. Collections Management (Intermediate) 2. Supervises technicians, laboratory aide and labourer directly involved in fieldwork and/or repository/laboratory.</p> <p>F8. Communicating Effectively (Intermediate)</p>

3. Draft written communication such as letters, memoranda, office circulars, replies, etc. in relation to general communication of the Archaeology Division and technical assistance and information services to internal and external clients and stakeholders.
- F9. Digital Literacy (Intermediate)**
4. Transacts, communicates, monitors, and handles information for the Archaeology Division using digital devices, applications, software and systems.
- F11. Exhibition Development (Basic)**
5. Provides data and information for agency exhibitions related to archaeology, prehistory, and allied disciplines
- F12. Exhibition Production (1.1, 1.4)**
6. Monitors the progress of exhibition production of the division.
- F16. Information, Education and Communications (IEC) Materials Development and Management (2.1, 2.3)**
7. Facilitates the conceptualization and creation of various informational materials to disseminate museum knowledge.
- F21. Laboratory Management (Intermediate)**
8. Monitors/supervises the Museum Technicians in the implementation of procedures and protocols in laboratory operations.
- F26. Policy Management (Basic)**
- F28. Publication Production (Intermediate)**
9. Publishes results of research in reputable journals/publishing houses.
- F29. Records and Documents Management (Basic)**
10. Performs general clerical work related to record maintenance, dissemination, and control.
- F31. Research Design and Implementation (Intermediate)**
11. Conducts division-initiated research through fieldwork and/or laboratory/collection.
12. Conducts own research in a specialized field (i.e. ceramics, human remains, diet, metals, etc.) through fieldwork and/or materials analysis.
- F34 - Technical Writing (Intermediate)**
13. Prepares monitoring and conservation reports, proposals and reports, and technical assistance report.
- Others:
14. Extends general technical assistance to the general public.
15. 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.
16. Performs other duties and responsibilities as may be assigned by the supervisor.
17. Participates in lectures, symposia, seminars, fora, conferences, etc.
18. Participates in Committee Work, Secretariat Services, and/or Institutional Strengthening Services.

Office Assignment	Ethnology Division
Position Title	✓ Museum Researcher II
No. of Vacant Position	✓ Four (4)
Item No/s.	✓ NMB-MUSR2-44-2007
	✓ NMB-MUSR2-49-2016
	✓ NMB-MUSR2-51-2016
	✓ NMB-MUSR2-52-2016
Salary Grade	✓ 14 (33,843.00) SSL 2023
Place of Assignment	✓ Manila

CSC Qualification Standards

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

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>F5 - Collaboration and Networking (Intermediate) 1. Assists in establishing and strengthening collaboration/networking with government agencies, academe, organizations or individuals</p> <p>F6 - Collection Conservation Theory and Practice (Intermediate)</p> <p>F7 - Collections Management (Intermediate) 2. Assists in the selection, documentation, ingress, and egress of selected National Ethnographic Collection and loaned collection for exhibition at the NMP Complex in Manila and RASMSOs and partner institutions</p> <p>F8 - Communicating Effectively (Intermediate)</p> <p>F9 - Digital Literacy (Intermediate)</p> <p>F11 - Exhibition Development (Basic) 3. Prepares and assists in the review of exhibition proposals/concepts for the NM of Anthropology, RASMSOs, and partner institutions</p> <p>F12 - Exhibition Production (1.1, 1.4) 4. Assists in the installation/upgrading/dismantling of exhibitions at the NM of Anthropology, RASMSOs, and partner institutions</p> <p>F16 - Information, Education and Communications (IEC) Materials Development and Management (2.1, 2.3) 5. Prepares and assists in the reviews and implementation of IEC in relation to existing and new exhibitions at the NM of Anthropology and RASMSOs</p> <p>F21 - Laboratory Management (Intermediate)</p> <p>F26 - Policy Management (Basic) 6. Assists in the review and updating of the Exhibition Guidelines/Manual of the division"</p> <p>F28 - Publication Production (Intermediate) 7. Assists in the preparation of catalogs, brochures, and other publications in relation to exhibitions</p> <p>F29 - Records and Documents Management (Basic) 8. Organizes the records and documents in relation to the exhibitions of the division</p> <p>F31 - Research Design and Implementation (Intermediate) 9. Conducts research in the field of Anthropology (physical, socio-cultural, and linguistics) and ethnographic collection management</p> <p>F34 - Technical Writing (Intermediate) 10. Prepares ingress/egress/progress/completion/gallery monitoring and maintenance reports</p> <p>Others:</p> <p>11. Performs other duties and responsibilities as may be assigned by the supervisor.</p>	

Office Assignment	Fine Arts Division
Position Title	Museum Researcher II
No. of Vacant Position	Six (6)
Item No/s.	NMB-MUSR2-40-2016
	NMB-MUSR2-43-2007
	NMB-MUSR2-55-2016

Salary Grade

Place of Assignment

NMB-MUSR2-56-2016

NMB-MUSR2-57-2016

NMB-MUSR2-58-2007

14 (33,843.00) SSL 2023

Manila

CSC Qualification Standards

Education

Training

Experience

Eligibility

Bachelor's Degree

4 hours of relevant training

1 year of relevant experience

Career Service (Professional)/ Second Level Eligibility

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>F5. Collaboration and Networking (Intermediate) 1.Assists in establishing and strengthening collaboration and networking with local and international partners in the field of Fine Arts.</p> <p>F6. Collection Conservation Theory and Practice (Intermediate) 2. Proposes and conducts conservation and preservation maintenance of the National Fine Arts Collection and loans collection.</p> <p>F7. Collections Management (Intermediate) 3. Assists in managing the collection care and documentations of the National Fine Arts Collection and loans collection.</p> <p>F8. Communicating Effectively (Intermediate) 4. Prepares drafts of administrative and communication documents for internal and external clients.</p> <p>F9. Digital Literacy (Intermediate) 5. Prepares communication documents for internal and external clients using digital technologies. Documents artworks using a digital camera and video recording.</p> <p>F11. Exhibition Development (Basic) 6.Prepare and assist in the review of exhibition proposals for the National Museum of Fine Arts and NM regional museums.</p> <p>F12. Exhibition Production (1.1, 1.4) 7.Assist in the preparation, transportation, handling, installation of collections at the National Museum of Fine Arts and NM regional museums and other partner institutions.</p> <p>F16. Information, Education and Communications (IEC) Materials Development and Management (2.1, 2.3) 8.Assists in the development and design, reviews informational materials, and organize activities to promote the National Fine Arts Collection.</p> <p>F21. Laboratory Management (Intermediate) 9. Manages the repositories and laboratory at the National Museum of Fine Arts.</p> <p>F26. Policy Management (Basic) 10. Proposes and assists in updating the Collection Management, and Conservation Guidelines of the division.</p>

F28. Publication Production (Intermediate)
11.Assists the Publication Section in development of catalogs and other publications of the division.
F29. Records and Documents Management (Basic)
12. Assists in organizing the database, records and documents on conservation of the National Fine Arts Collections and loans collection.
F31. Research Design and Implementation (Intermediate)
13.Conducts, proposes, and applies research on preventive conservation and handling of the National Fine Arts Collections and loans collection.
F34. Technical Writing (Intermediate)
14.Prepare monitoring and maintenance reports, condition assessment reports, conservation treatment proposals and other technical papers on the National fine Arts Collections and loans collections."
Others:
15. Performs other duties and responsibilities as may be assigned by the supervisor. Provide technical assistance related to collections and conservations.

Office Assignment	Zoology Division
Position Title	Museum Researcher II
No. of Vacant Position	Three (3)
Item No/s.	NMB-MUSR2-33-2007
	NMB-MUSR2-36-2007
	NMB-MUSR2-69-2016
Salary Grade	14 (33.843.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

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

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>F5 - Collaboration and Networking (Intermediate) 1. Participates, and/or assists in the initiatives (activities, partnerships, etc.) to strengthen collaboration and linkages among local and international partners and stakeholders in the field of Zoology, and its subdiscipline - Herpetology</p>

2. Participates, and/or assists in the initiatives (activities, partnerships, etc.) to strengthen collaboration and linkages among local and international partners and stakeholders in the field of Zoology, and its subdiscipline - Cnidarology

3. Participates, and/or assists in the initiatives (activities, partnerships, etc.) to strengthen collaboration and linkages among local and international partners and stakeholders in the field of Zoology, and its subdiscipline - Echinology

F6 - Collection Conservation Theory and Practice (Intermediate)

4. Conducts conservation and preservation maintenance in herpetology collections.

5. Conducts conservation and preservation maintenance in Cnidarian collections.

6. Conducts conservation and preservation maintenance of echinoderm (sea stars, sea cucumbers, brittle star, sea lilies and the like) collections.

F7 - Collections Management (Intermediate)

7. Develops, curates, database herpetological collections and archival materials related to Philippine reptiles and amphibians

8. Develops, curates, database sponge collections and archival materials related to Philippine Cnidarology

9. Develops, curates, database malacological collections and archival materials related to Philippine echinoderms

10. Monitors technicians, laboratory aides and laborer/s directly involved in fieldwork and/or repository/laboratory.

F8 - Communicating Effectively (Intermediate)

11. Prepare drafts of administrative and communication documents for internal and external clients

F9 - Digital Literacy (Intermediate)

12. Prepares administrative and communication documents for internal and external clients using tools and technologies such as internet and computers

F11 - Exhibition Development (Basic)

13. Provides technical information in the preparation of the exhibition proposals for herpetological collections for exhibition in central and regional museums

14. Provides technical information in the preparation of the exhibition proposals of coral and cnidarian collections for exhibition in central and regional museums

15. Provides technical information in the preparation of the exhibition proposals for echinoderm collections for exhibition in central and regional museums .

F12 - Exhibition Production (1.1, 1.4)

16. Prepares exhibition collaterals on Philippine reptiles and amphibians including related administrative documents

17. Prepares exhibition collaterals on corals and other stinging animal species including related administrative documents

18. Prepares exhibition collaterals including related administrative documents related to Philippine sea stars, sea cucumbers and other echinoderm species

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

19. Facilitates the conceptualization and creation of various informational materials on Philippine reptiles and amphibians to disseminate museum and scientific knowledge.

20. Facilitates the conceptualization and creation of various informational materials to disseminate museum and scientific knowledge on Philippine cnidarians

21. Facilitates the conceptualization and creation of various informational materials on Philippine sea stars and other echinoderm species to disseminate museum and scientific knowledge.

F21 - Laboratory Management (Intermediate)

22. Conducts research through fieldwork and laboratory processes of collections in accordance with international museum best practices and standards for herpetological collections.

23. Conducts research through fieldwork and laboratory processes of collections in accordance with international museum best practices and standards for corals and other cnidarian collections.

24. Conducts research through fieldwork and laboratory processes of collections in accordance with international museum best practices and standards for echinoderm collections.

F26 - Policy Management (Basic)

25. Adheres to the National Museum policy and reviews documents in accordance with local and international regulatory requirements

F28 - Publication Production (Intermediate)

26. Prepares manuscripts and reports on Philippine reptiles and amphibians for dissemination of museological and scientific knowledge through publication

27. Prepares manuscripts and reports on corals and other cnidarian species for dissemination of museological and scientific knowledge through publication
28. Prepares manuscripts and reports on Philippine echinoderm species for dissemination of museological and scientific knowledge through publication
- F29 - Records and Documents Management (Basic)**
29. Implements proper records and documents management policies of the institution.
- F31 - Research Design and Implementation (Intermediate)**
30. Conducts basic and applied research in the field of Herpetology in collaboration with internal and external partners.
31. Conducts basic and applied research in the field of Cnidarology in collaboration with internal and external partners.
32. Conducts basic and applied research in the field of Echinology in collaboration with internal and external partners.
- F34 - Technical Writing (Intermediate)**
33. Prepares technical report of research as an outcome of the fieldwork conducted for monitoring of the progress of the project proposed for the term
34. Prepares technical report of research shells and other mollusks as an outcome of the fieldwork conducted for monitoring of the progress of the project proposed for the term.
- Others:
35. 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; Participates in lectures, symposia, seminars, fora, conferences, etc.
36. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	✓ Financial Services Division
Position Title	✓ Administrative Assistant II
No. of Vacant Position	✓ Two (2)
Item No/s.	✓ NMB-ADAS2-10-2016
	✓ NMB-ADAS2-7-2016
Salary Grade	✓ 8 (19,744.00) SSL 2023
Place of Assignment	✓ Manila

CSC Qualification Standards

Education	✓ ***Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course
Training	✓ 4 hours of relevant training
Experience	✓ 1 year of relevant experience
Eligibility	✓ Career Service (Sub-professional)/ First Level Eligibility

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

F9 - Digital Literacy (Basic)

F29 - Records and Documents Management (Basic)

- 1. Receives and releases documents evaluated and/or produced by the division from/to the concerned office.
- 2. Maintains inventory of financial reports and documents as produced and/or released by the division.
- 3. Assists in the compilation of financial reports and its supporting documents for submission to agency stakeholders.

Others:

- 4. Performs liaison works
- 5. 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.
- 6. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director- General, Communication and External Affairs Section
Position Title	Administrative Assistant II
No. of Vacant Position	(One) 1
Item No/s.	NMB-ADAS2-6-2016
Salary Grade	8 (19,744.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	***Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-professional)/ First Level Eligibility

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>F9 - Digital Literacy (Basic)</p> <p>F29 - Records and Documents Management (Basic)</p> <ul style="list-style-type: none">1. Receives and releases documents evaluated and/or produced by the division from/to the concerned office.2. Maintains inventory of financial reports and documents as produced and/or released by the division.

3. Assists in the compilation of financial reports and its supporting documents for submission to agency stakeholders.
- Others:
- 4 . Assists in implementing communication projects and strategies.
 5. Coordinates with concerned stakeholders in government, industry for Museum related activities.
 6. 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.
 7. 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 style="text-align: center;">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 September 30, 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 