

**BULLETIN OF VACANT POSITIONS**  
In Compliance with RA 7041  
(Extension of Publication)

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

**CSC Qualification Standards**

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

Duties and Responsibilities
<p><b>Core Competencies:</b></p> <p><b>C1 – Delivering Professional and Excellent Service (Advanced)</b> Anticipates, identifies, and manages stakeholders’ standards and requirements towards excellent customer service through improving the sense of responsibility, intelligence, and skills.</p> <p><b>C2 – Exemplifying Integrity (Advanced)</b> Models and encourages ethical behavior that is consistent with the organization’s core values.</p> <p><b>C3 – Personal Effectiveness (Advanced)</b> 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><b>C4 – Solving Problems and Making Decisions (Advanced)</b> 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><b>L1 – Building Collaborative, Inclusive Working Relationships (Intermediate)</b> Builds partnerships and networks to deliver or enhance work outcomes.</p> <p><b>L2 – Creating and Nurturing a High-Performing Organization (Intermediate)</b> 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><b>L3 – Leading Change (Intermediate)</b> Implements plans or activities related to a change initiative affecting one’s functional area or expertise and motivates division members’ commitment to accept change.</p> <p><b>L4 – Managing Performance and Coaching for Results (Intermediate)</b> Creates tools and/or applies new methods in correcting and improving below-standard or non-compliant performance of individuals or groups.</p> <p><b>L5 – Thinking Strategically and Creatively (Intermediate)</b></p>



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 (3.4)

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.

Interested applicants must submit the following via online to [hrmpssecretariat@nmp-hrmd.com](mailto:hrmpssecretariat@nmp-hrmd.com), with the subject line **Position (Item No.), Division – Surname, First Name, Middle Initial**:

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

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

Deputy Director-General for Administration  
National Museum of the Philippines

3 copies of duly notarized and properly accomplished CS Form No. 212, Revised 2017 or **Personal Data Sheet (PDS)** with most recent photo and **Work Experience Sheet (WES)** (2 copies to be retained)

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

Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from [bit.ly/NMPRecruitment2021\\_Forms](http://bit.ly/NMPRecruitment2021_Forms).

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

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

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

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

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

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

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

Scanned copy/ies of **relevant training/seminar certificates**

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

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

Scanned copy/ies of **diploma** and **transcript of records**

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

Applicants must meet the qualification standards and submit from **September 29, 2023 to October 13, 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 