



**PAMBANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

**National Museum of the Philippines**

**BULLETIN OF VACANT POSITIONS**

**Contract of Service (COS) positions:**

**Position Title** : Administrative Assistant III  
**No. of Positions** : One (1)  
**Status** : Contract of Service  
**Salary Grade** : SG 9  
**Monthly Salary** : Php 21,211 (SSL 2023)  
**Duration** : September 26, 2023 - December 31, 2023  
**Office Assignment** : Human Resource Management Division  
**Reporting to** : Chief Administrative Officer and Supervising Administrative Officer  
**Subordinate(s)** : None

**NMP-Preferred Qualification**

**Education** : Completion of 2 years studies in college  
**Work Experience** : 1-year relevant experience (preferred but not required)  
**Training** : 4-hours relevant training (preferred but not required)  
**Eligibility** : CS Sub-Professional/1st level eligibility (preferred but not required)

**Duties and Functions**

1. Assists the HRMPSB Secretariat in the assessment of recruitment, selection, and placement;
2. Assists in the administration of written examination and HRMPSB interview;
3. Drafts assessment table for each vacant position;
4. Drafts minutes of the meeting of the HRMPSB recruitment meetings;
5. Keep tabs on received communications through recruitment email from time to time;
6. Schedules and coordinates with the HRMPSB Members;
7. Checks completion of submission of the application documents of the applicants;
8. Collates and consolidates rating sheets of the HRMPSB Members;
9. Collates and consolidates submission of documents of applicants;
10. Arranges, files, and sorts hard copies and soft copies applications;
11. Does other work assigned by the supervisor.

Interested applicants must submit the following via online [sydney.galang-laureano@nationalmuseum.gov.ph](mailto:sydney.galang-laureano@nationalmuseum.gov.ph) with the subject line **Position – Surname, First Name, Middle Initial**:

<p>Application letter addressed to the Chief Administrative Officer, Human Resource Management Division, indicating the position applied for, item number, and name of the division.</p> <p style="text-align: center;"><b>ANGELO S. MACARIO</b> Chief Administrative Officer, HRMD National Museum of the Philippines</p>
<p>1 copy of Duly notarized and properly accomplished CS Form No. 212, Revised 2017 or <b>Personal Data Sheet (PDS)</b> with most recent photo and <b>Work Experience Sheet (WES)</b> <b>PDS, WES and Notarization shall bear the same date within the period of publication only.</b></p> <p>Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from <a href="https://bit.ly/NMPRecruitment2021_Forms">bit.ly/NMPRecruitment2021_Forms</a>.</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 <b>Certificate of Eligibility/board rating/valid license</b>, if any</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 <b>employment certificates</b> 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 of <b>relevant training/seminar certificates</b></p> <p>Trainings/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 of <b>diploma and transcript of records</b></p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>

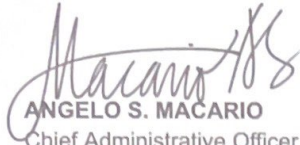
Applicants must meet the qualifications and submit on **September 29, 2023 - October 6, 2023**. Incomplete submission of documents will not be entertained and only shortlisted applicants will be notified.

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. *Other documents must be available upon request:*
  1. *NBI clearance*
  2. *Valid Government ID*
  3. *Birth Certificate*

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.*

A handwritten signature in black ink, appearing to read "Macario AS", is written over the printed name.

**ANGELO S. MACARIO**

Chief Administrative Officer

Human Resource Management Division