



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

CENTRAL OFFICE

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

CSC Qualification Standards

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

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 : F13 - Financial Management (3.2) 1. Prepares financial reports for the use of the agency stakeholders in accordance with international and Philippine government standards. 2. Ensures that relevant information are encoded for timely submission of required reports. F34 - Technical Writing (2.2) 3. Composes communication and responses for the division. Others: 4. 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. 5. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Regional Administration and Operations Division
Position Title	Administrative Officer III
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF3-37-2016
Salary Grade	14 (33,843.00) SSL 2023
Place of Assignment	Manila

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 (Basic) 1. Assists in the preparation of budget proposal for various museum programs, projects, and activities including preparation of required documents like Project Procurement Management Plan (PPMP) and Work and Financial Plan (WFP). Assists in monitoring and preparation of report regarding disbursement of allotted fund to ensure compliance with office policy on obligation and disbursement of funds.</p> <p>F8 - Communicating Effectively (Intermediate) 2. Disseminates information, such as policies, programs, activities, projects, and status of documents facilitated to concerned Regional and Area Museums and to stakeholders using agency's established protocols and chanelns to keep employees informed. Prepares reports using the prescribed standard and format set by the agency.</p> <p>F9 - Digital Literacy (Basic) 3. Assists in the conduct of museum programs and activities and in the preparation of reports and presentations using office productivity software, emails, video conferencing and online meeting platform, and manages files and records using local and cloud storage and file-sharing platform.</p> <p>F14 - General Administration and Support Services Management (Basic) 4. Facilitates documents coming from concerned Regional and Area Museums and efficiently routes them to concerned offices taking into consideration relevant guidelines. Collects, consolidates, and submits reports related to number of viewers, feedbacks, and other reportorial requirements required by other government agencies. Assists in the preparation of plans and its implementation.</p>

F29 - Records and Documents Management (Intermediate)

5. Manages records in a manner compliant to records management standards that simplifies document processes. Indexes, labels, and sorts records, establishes secure and organized physical and digital storage systems, implements controls to protect sensitive information from unauthorized access, develops efficient retrieval system, maintains, disposes pursuant to government legal requirements, and complies with management policies regarding record management.

F34 - Technical Writing (Intermediate)

6. Prepares reports communicating complete and clear information utilizing writing rules, use of appropriate language according to intended audience, and by complying with prescribed office formats appropriate of a particular documents. Develops written procedures, guidelines and instructions to ensure proper workflow.

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	Human Resource Management Division
Position Title	Administrative Officer II
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF2-17-2016
Salary Grade	11 (27,000.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor's Degree relevant to the job
Training	None required
Experience	None required
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 :
F8 - Communicating Effectively (Intermediate) 1. Organizes general information into clear and coherent messages to ensure effective delivery.

F29 - Records and Documents Management (3.1, 3.2, 3.3)

2. Develops and add/or enhances procedures for the quick classification, better storage, protection, and disposition of records to provide integrity, reliability, efficiency and effectiveness in records management functions and to respond to internal and external clients' needs and expectations.
3. Applies and provides effective advice and guidance to colleagues on matters relating to records management, particularly on records disposition to ensure efficiency and reliability in maintenance on records.
4. Assesses current record keeping systems and provides feedback on their strengths and areas for improvement.

F34 - Technical Writing (2.1,2.2)

5. Prepares text documents, reports and proposals in manner appropriate to the field or type of document based on facts and evidence
6. Composes clear and coherent documents, reports and proposals that convey the ideas/ messages of the subject matter.

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.

Interested applicants must submit the following via online to hrrmpssecretariat@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.

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 **November 6, 2023 to November 18, 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 who are differently abled, members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expressions (SOGIE).

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

