

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

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| Office Assignment | Office of the Director, Northern Luzon National Museums |
| Position Title | Director II |
| No. of Vacant Position | One (1) |
| Item No/s. | NMB-DIR2-4-2021 |
| Salary Grade | 26 (PHP 116, 040.00) SSL 2023 |
| Place of Assignment | Manila |

CSC Qualification Standards

| | |
|--------------------|---|
| Education | Bachelor's Degree |
| Training | None required |
| Experience | Three (3) years of supervisory experience |
| Eligibility | None required |

| Description of the Position, Duties and Responsibilities |
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| The position of Director, Northern Luzon National Museums, "shall be occupied by citizens of the Philippines, with proven track records of competent administration, appropriate knowledge of museum or relevant institutional operations or management, and demonstrable personal or professional commitment to the mission and aims of the National Museum who shall pass qualification standards for the said positions as may be established by the Board in coordination with the Civil Service Commission in line with existing pertinent laws, rules and regulations." (Republic Act No. 11333, Section 16) |
| The geographical jurisdiction of the Office of the Director, Northern Luzon National Museums, covers Region 1, Region II, Region III, and Cordillera Administrative Region (CAR) with administrative sections representing existing museum and satellite office operations therein namely in 1) Ilocos Regional Museum and Satellite Office (Vigan, Ilocos Sur), 2) Cagayan Valley Regional Museum and Satellite Office (Peñablanca, Cagayan), 3) Cordillera Regional Museum and Satellite Office (Kiangnan, Ifugao), 4) Batanes Area Museum and Satellite Office (Uyugan, Batanes), and 5) Kabayan Burial Caves Site Museum and Satellite Office (Kabayan, Benguet) |
| The ideal candidate for appointment as Director, Northern Luzon National Museums will have: <ol style="list-style-type: none">1. Extensive knowledge, experience and /or connections with the region or a major part thereof, and be able to communicate effectively in other language or dialects in addition to Filipino and English;2. Willingness to be stationed within the region, provisionally in Ilocos Region and to travel often therein and to the central office in Manila;3. Appropriate experience in government administration;4. Appropriate experience in working with key stakeholders, including local governments, regional offices of national agencies, civil society organizations and community representatives; and5. A high level of commitment, based on a demonstrate track record, to the preservation and promotion of Philippine cultural and natural heritage in general as well as that of the region in particular, for which he or she is expected to develop and carry out a role as a leader representing the Agency, and dedication to the mission of the Agency in the region as well as museum development in general. |

He or she will also carry out other functions as may be delegated by the Director -General and/or the Deputy Directors-General, and shall be a member of the Management Committee of the agency.

Core Competencies:

C1 – Delivering Professional and Excellent Service (Superior)

Builds and shapes the Agency's service culture and strategy and provides leadership in service delivery through the highest degree of responsibility, intelligence, and skills.

C2 – Exemplifying Integrity (Superior)

Protects the integrity and image of the organization.

C3 – Personal Effectiveness (Superior)

Promotes good working relationships to meet expectations within (employees) and outside (clients or stakeholders) of the organization.

C4 – Solving Problems and Making Decisions (Superior)

Provides timely and prudent solutions to problems even without available data and comes up with appropriate and sound alternatives to resolve a challenging decision.

Leadership Competencies:

L1- Building Collaborative Inclusive Working Relationships (Advanced)

Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.

L2- Creating and Nurturing a High-Performing Organization (Advanced)

Creates a culture where teamwork and interdependence are nurtured by facilitating collaboration across organizations.

L3- Leading Change (Advanced)

Constructs a change management plan in which one or more offices, systems, and/or processes are affected either by a change intervention conducted internally or by an external consultant.

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.

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

F4 - Client Feedback Analysis (Superior)

Shows understanding of data analysis and interpretation and its vital position in determining the success of the Agency's goals and objectives.

F6 - Collections Conservation Theory and Practice (Superior)

Evaluates and recommends appropriate policies, procedures, programs, and projects in support of collections conservation.

F7 - Collections Management (Superior)

Evaluates and recommends policies, procedures, and projects in collections management.

F8 - Communicating Effectively (Superior)

Evaluates complex information and ideas to produce formal and informal communication to ensure effective delivery of information/message.

F20 - Interpretive Writing (Superior)

Demonstrates advanced knowledge of interpretive writing techniques and strategies.

F25 - Monitoring and Evaluation (Superior)

Recommends program, project, or process improvement based on the analysis and identified gaps in accomplishments; Undertakes third-party evaluations, if applicable.

F26 - Policy Management (Superior)

Evaluates research and studies and conducts a comparative analysis of quantitative, qualitative, and historical evidence to develop a five- year policy agenda relevant to the Agency and its mandate.

F34 - Technical Writing (Superior)

Demonstrates exemplary writing and editing skills with attention to detail and mastery of subjects relevant to the division.

Others:

1. Overseeing its visitor operations, curatorial work, public programs and activities and relevant projects.
2. Developing, recommending, and implementing plans, activities, programs and budgetary requirements pertaining to research, collections, conservation, technical assistance, exhibitions, education, and training.
3. Carrying out corresponding administrative functions such as but not limited to recruitment, procurement, budgeting, inventory, property management, performance management, learning and development, coaching, disbursements and others.
4. Assisting strongly the central museums relative to operations involving the work of the curatorial divisions.
5. Enhancing internal and external stakeholder relationships and partnerships.
6. Otherwise advocating, supporting and facilitating the development of the regional components of Northern Luzon National Museums towards their fullest potential of public service in line with the mandate, duties and functions of the agency.
7. Carry out other functions as may be assigned by the Director-General and Deputy Director -General, and shall be a member of the Management Committee of the agency.
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.

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|-------------------------------|---|
| Office Assignment | Office of the Director, Central-Southern Luzon and MIMAROPA National Museums |
| Position Title | Director II |
| No. of Vacant Position | One (1) |
| Item No/s. | NMB-DIR2-5-2021 |
| Salary Grade | 26 (PHP 116, 040.00) SSL 2023 |
| Place of Assignment | Manila |

CSC Qualification Standards

| | |
|--------------------|---|
| Education | Bachelor's Degree |
| Training | None required |
| Experience | Three (3) years of supervisory experience |
| Eligibility | None required |

| Description of the Position, Duties and Responsibilities |
|--|
| The position of Director, Central-Southern Luzon and MIMAROPA National Museums, "shall be occupied by citizens of the Philippines, with proven track records of competent administration, appropriate knowledge of museum or relevant institutional operations or management, and demonstrable personal or professional commitment to the mission and aims of the National Museum who shall pass qualification standards for the said positions as may be established by the Board in coordination with the Civil Service Commission in line with existing pertinent laws, rules and regulations." (Republic Act No. 11333, Section 16) |
| The geographical jurisdiction of the Office of the Director, Central-Southern Luzon and MIMAROPA National Museums, covers Region IV-A, Region IV-B, and Region V with administrative sections representing existing museum and satellite office operations therein namely in 1) Bicol Regional Museum and Satellite Office (Daraga, Albay), 2) Marinduque Area Museum and Satellite Office (Boac, Marinduque), 3) Tabon Caves Area Museum and Satellite Office (Quezon, Palawan), 4) Angono-Binangonan Petroglyphs Site Museum and Satellite Office (Angono, Rizal), and 5) Romblon Regional Museum and Satellite Office (Banton, Romblon) |
| The ideal candidate for appointment as Director, Central-Southern Luzon and MIMAROPA National Museums will have: |

1. Extensive knowledge, experience and /or connections with the region or a major part thereof, and be able to communicate effectively in other language or dialects in addition to Filipino and English;
2. Willingness to be stationed within the region, provisionally in Central-Southern Luzon and MIMAROPA Region and to travel often therein and to the central office in Manila;
3. Appropriate experience in government administration;
4. Appropriate experience in working with key stakeholders, including local governments, regional offices of national agencies, civil society organizations and community representatives; and
5. A high level of commitment, based on a demonstrate track record, to the preservation and promotion of Philippine cultural and natural heritage in general as well as that of the region in particular, for which he or she is expected to develop and carry out a role as a leader representing the Agency, and dedication to the mission of the Agency in the region as well as museum development in general.

He or she will also carry out other functions as may be delegated by the Director -General and/or the Deputy Directors-General, and shall be a member of the Management Committee of the agency.

Core Competencies:

C1 – Delivering Professional and Excellent Service (Superior)

Builds and shapes the Agency's service culture and strategy and provides leadership in service delivery through the highest degree of responsibility, intelligence, and skills.

C2 – Exemplifying Integrity (Superior)

Protects the integrity and image of the organization.

C3 – Personal Effectiveness (Superior)

Promotes good working relationships to meet expectations within (employees) and outside (clients or stakeholders) of the organization.

C4 – Solving Problems and Making Decisions (Superior)

Provides timely and prudent solutions to problems even without available data and comes up with appropriate and sound alternatives to resolve a challenging decision.

Leadership Competencies:

L1- Building Collaborative Inclusive Working Relationships (Advanced)

Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.

L2- Creating and Nurturing a High-Performing Organization (Advanced)

Creates a culture where teamwork and interdependence are nurtured by facilitating collaboration across organizations.

L3- Leading Change (Advanced)

Constructs a change management plan in which one or more offices, systems, and/or processes are affected either by a change intervention conducted internally or by an external consultant.

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.

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

F4 - Client Feedback Analysis (Superior)

Shows understanding of data analysis and interpretation and its vital position in determining the success of the Agency's goals and objectives.

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Demonstrates advanced knowledge of interpretive writing techniques and strategies.

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Recommends program, project, or process improvement based on the analysis and identified gaps in accomplishments; Undertakes third-party evaluations, if applicable.

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Evaluates research and studies and conducts a comparative analysis of quantitative, qualitative, and historical evidence to develop a five- year policy agenda relevant to the Agency and its mandate.

F34 - Technical Writing (Superior)

Demonstrates exemplary writing and editing skills with attention to detail and mastery of subjects relevant to the division.

Others:

1. Overseeing its visitor operations, curatorial work, public programs and activities and relevant projects.
2. Developing, recommending, and implementing plans, activities, programs and budgetary requirements pertaining to research, collections, conservation, technical assistance, exhibitions, education, and training.
3. Carrying out corresponding administrative functions such as but not limited to recruitment, procurement, budgeting, inventory, property management, performance management, learning and development, coaching, disbursements, and others.
4. Assisting strongly the central museums relative to operations involving the work of the curatorial divisions.
5. Enhancing internal and external stakeholder relationships and partnerships.
6. Otherwise advocating, supporting, and facilitating the development of the regional components of Central-Southern Luzon and MIMAROPA National Museums towards their fullest potential of public service in line with the mandate, duties, and functions of the agency.
7. Carry out other functions as may be assigned by the Director-General and Deputy Director -General, and shall be a member of the Management Committee of the agency.
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.

Office Assignment

Position Title

No. of Vacant Position

Item No/s.

Salary Grade

Place of Assignment

Office of the Director, Mindanao National Museums

Director II

One (1)

NMB-DIR2-7-2021

26 (PHP 116, 040.00) SSL 2023

Manila

CSC Qualification Standards

Education

Bachelor's Degree

Training

None required

Experience

Three (3) years of supervisory experience

Eligibility

None required

Description of the Position, Duties and Responsibilities

The position of Director, Mindanao National Museums, "shall be occupied by citizens of the Philippines, with proven track records of competent administration, appropriate knowledge of museum or relevant institutional operations or management, and demonstrable personal or professional commitment to the mission and aims of the National Museum who shall pass qualification standards for the said positions as may be established by the Board in

coordination with the Civil Service Commission in line with existing pertinent laws, rules and regulations.” (Republic Act No. 11333, Section 16)

The geographical jurisdiction of the Office of the Director, Mindanao National Museums, covers Region IX, Region XI, Region XIII (CARAGA) and ARMM with administrative sections representing existing museum and satellite office operations therein namely in 1) Eastern-Northern Mindanao Regional Museum and Satellite Office (Butuan City), 2) Western-Southern Mindanao Regional Museum and Satellite Office (Zamboanga City), 3) Sulu Archipelago Area Museum and Satellite Office (Jolo, Sulu), and 4) Davao Area Museum Office

The ideal candidate for appointment as Director, Mindanao National Museums will have:

1. Extensive knowledge, experience and /or connections with the region or a major part thereof, and be able to communicate effectively in other language or dialects in addition to Filipino and English;
2. Willingness to be stationed within the region, provisionally in Mindanao Region and to travel often therein and to the central office in Manila;
3. Appropriate experience in government administration;
4. Appropriate experience in working with key stakeholders, including local governments, regional offices of national agencies, civil society organizations and community representatives; and
5. A high level of commitment, based on a demonstrate track record, to the preservation and promotion of Philippine cultural and natural heritage in general as well as that of the region in particular, for which he or she is expected to develop and carry out a role as a leader representing the Agency, and dedication to the mission of the Agency in the region as well as museum development in general.

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7. Carry out other functions as may be assigned by the Director-General and Deputy Director-General, and shall be a member of the Management Committee of the agency.
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.

Interested applicants must submit the following via online to bot@nationalmuseum.gov.ph, 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 (if applicable)**

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(if applicable)

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

Scanned copy/ies of **relevant training/seminar certificates (if applicable)**

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 22, 2023 to December 6, 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.


JEREMY BARNS, CESO III
Director General