

BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

CENTRAL OFFICE

Office Assignment	Botany and National Herbarium Division
Position Title	Museum Curator II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSC2-29-2007
Salary Grade	24 (90,078.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Master's Degree OR Certificate of Leadership and Management from the CSC
Training	40 hours of supervisory/management training/learning and 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>

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. Evaluates, reviews and recommends to management the maximization of the utilization of funds of the division;

F6 - Collection Conservation Theory and Practice (Superior)

2. Develops policies, procedures, programs, and projects in support of collections conservation;

F7 - Collections Management (Superior)

3. Supervises the overall maintenance and development of the Philippine National Herbarium Collection;

4. Develops a collections management framework;

F8 - Communicating Effectively (Superior)

5. Lead the use of new and advanced technology in the division;

F9 - Digital Literacy (4.3)

5. Creates a culture of responsible use of technology and the internet, and online safety in the workplace;

F11 - Exhibition Development (Superior)

6. Provide technical assistance or data regarding exhibitions related to botany;

7. Provides strategic planning and effective implementation of the Agency's exhibition programs;

F12 - Exhibition Production (2.1, 2.4)

8. Provide technical assistance or data regarding exhibitions related to botany;

9. Initiates the production of the exhibition in accordance with established guidelines and standards;

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

10. Supervises the maintenance and establishment of botanical reference materials collection;

11. Provides technical assistance regarding the exhibition and reproduction of materials related to botany;

12. Reviews, edits, analyzes and recommends approval of IEC materials;

F20 - Interpretive Writing (Superior)

13. Evaluates the effectiveness of interpretive written materials;

F21 - Laboratory Management (Superior)

14. Oversees the laboratory management system of the division;

F26 - Policy Management (Advanced)

15. 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 division;

F27 - Programs and Events Management (Superior)

16. Organize, facilitate and participate in various meetings, symposia, seminars and workshops on Philippine Botany and subdisciplines;

F28 - Publication Production (Superior)

17. Supervises the overall maintenance and development of the Philippine National Herbarium Collection, and the publication of research results;

18. Develops, monitors and evaluates a publication program;

F29 - Records and Documents Management (Advanced)

19. Leads in the improvement of existing records management system;

F31 - Research Design and Implementation (Superior)

18. Plans, organizes, directs and supervises the conduct of researches on taxonomy and systematics including applied researches in the field of Botany;

19. Initiates linkages, monitoring and collaboration of research activities with local/international research/academic institutions;

20. Sets the direction of the division in fulfilling the four core functions of research and publication, exhibition, management of collection and technical assistance;

F32 - Risk Management (Advanced)
21. Implements action plans in addressing the risks and opportunities of the division;
F34 - Technical Writing (Advanced)
22. Reviews, edits, analyzes and recommends approval of documents, reports and proposals;
Others:
23. Performs other functions as provided by RA10066 and RA11333 and othe relevant laws enacted by the government;
24 Participates in Committee Work, Secretariat Services, and/or Institutional Strengthening Services.

Office Assignment	Fine Arts Division
Position Title	Museum Curator II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSC2-35-2007
Salary Grade	24 (90,078.00) SSL-2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Master's Degree OR Certificate of Leadership and Management from the CSC
Training	40 hours of supervisory/management training/learning and 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. Leads in the planning, execution, monitoring and evaluation of the Work and Financial Plan (WFP) and its corresponding Project Procurement Management Plan (PPMP);
2. Ensures that budget allocation is properly maximized within the allotted period;

F6 - Collection Conservation Theory and Practice (Superior)

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

F7 - Collections Management (Superior)

4. Develops and ensures proper collections management practice is observed within the Fine Arts Division following the international museum standards;

F8 - Communicating Effectively (Superior)

5. Facilitates proper communication among the Division and its stakeholders;

F9 - Digital Literacy (4.3)

6. Takes advantage of and leads in the ethical utilization of available technology (i.e., digital device, information technology, and other related information systems);

F11 - Exhibition Development (Superior)

7. Leads in strategic planning and implementation of target exhibitions with proper coordination among internal and external stakeholders;

F12 - Exhibition Production (2.1, 2.4)

8. Consolidates, reviews, evaluates, and provides substantial information relative to the completion of the exhibition including;
 - (a) specifications of the required supplies and materials, manpower, and other resources;
 - (b) curation and installation of objects for exhibition;
 - (c) and other important details necessary to achieve the target exhibition;

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

9. Consolidates, reviews, evaluates, and recommends IEC materials relative to the promotion of the various projects, programs and activities of the Fine Arts Division ;

F20 - Interpretive Writing (Superior)

10. Promotes and ensures effectivity of written communication and other interpretive materials of the Fine Arts Division;

F21 - Laboratory Management (Superior)

11. Establishes and facilitates effective and efficient laboratory management system in accordance to professional museum standards;

F26 - Policy Management (Advanced)

12. Formulates policies relative to the conduct of duties and responsibilities of the Fine Arts Division, and coordinates and presents the same to the Management for further review and approval;

F27 - Programs and Events Management (Superior)

13. Creates a strategic map of various programs and events spearheaded by the Fine Arts Division, and ensures all necessary support is properly coordinated among other stakeholders;

F28 - Publication Production (Superior)

14. Develops a publication program, and reviews and recommends publications relative to the programs, projects and activities of the Fine Arts Division including the promotion of appreciation of National Fine Arts Collection;

F29 - Records and Documents Management (Advanced)

15. Manages and ensures the proper safekeeping of the significant records and documents of the Fine Arts Division especially documents relating to exhibitions, research and publications, conservation and collections management;

<p>F31 - Research Design and Implementation (Superior) 16. Develops a research program, and reviews and recommends research design relative to the programs, projects and activities of the Fine Arts Division including the promotion of appreciation of National Fine Arts Collection;</p> <p>F32 - Risk Management (Advanced) 17. Conducts assessments to define and analyze possible risks; 18. Develops risk management controls and systems applicable to the Fine Arts Division to eliminate or mitigate potential risks, and creates contingency plans to manage crises;</p> <p>F34 - Technical Writing (Advanced) 19. Leads in producing accurate, well-written documents related to the programs, projects and activities of the Fine Arts Division;</p> <p>Others: 20. 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. 21. Performs other duties and responsibilities as may be assigned by the supervisor.</p>

Office Assignment	Geology and Paleontology Division
Position Title	Museum Curator II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSC2-30-2007
Salary Grade	24 (90,078.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Master's Degree OR Certificate of Leadership and Management from the CSC
Training	40 hours of supervisory/management training/learning and 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>

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 (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 (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**F1 - Budget Administration and Control (Basic)**

1. Plans, organizes, and manages the budget of the division;

F6 - Collection Conservation Theory and Practice (Superior)

2. Develops policies, procedures, programs, and projects in support of collections conservation;

F7 - Collections Management (Superior)

3. Has full responsibility for the management and development of the National Geological and Paleontological Collections, and related archives;

4. Develops a collections management framework;

F8 - Communicating Effectively (Superior)

5. Disseminates museum knowledge through lectures, seminars, public programs, etc;

6. Develops a communication plan for stakeholders engagement;

F9 - Digital Literacy (4.3)

7. Ensures effective and responsible use of ICTs and online safety in the workplace;

F11 - Exhibition Development (Superior)

8. Leads and staffs the Curatorial Team in the overall planning, development and implementation of exhibition programs;

F12 - Exhibition Production (2.1, 2.4)

9. Ensures the accuracy and completeness during the design, fabrication and installation of exhibition systems;

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

10. Reviews and evaluates IEC materials (posters, brochures, videos, etc.);

F20 - Interpretive Writing (Superior)

12. Leads in the development and evaluation of the interpretive plan for an exhibition;

13. Evaluates the adequacy and effectiveness of interpretive written materials for exhibition and didactic publications;

F21 - Laboratory Management (Superior)

14. Oversees the laboratory management system;

F26 - Policy Management (Advanced)

15. Provide input, as needed, to the Management on policies relevant to the core functions of the division and the Agency's mandate;

F27 - Programs and Events Management (Superior)

16. Oversees the development, organization and implementation of meetings, symposia, seminars, and workshops on geology and paleontology and related disciplines;

F28 - Publication Production (Superior)

17. Produces reports and publishes research findings in reputable journals/publishing houses;

18. Creates a publication plan as part of the research plan of the division;

F29 - Records and Documents Management (Advanced)

19. Develops and/or improves procedures in records and document management;

F31 - Research Design and Implementation (Superior)

20. Plans, operationalizes, executes, and oversees various independent and collaborative scholarly research programs and initiatives/linkages of the division;

21. Guides, leads and/or oversees the work of research staff;

F32 - Risk Management (Advanced)

22. Formulates and develops risk management policies and procedures as required;

F34 - Technical Writing (Advanced)

23. Prepares, reviews and evaluates reports, proposals, and other documents;

Others:

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	Maritime and Underwater Cultural Heritage Division
Position Title	Museum Curator II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSC2-34-2016
Salary Grade	24 (90,078.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Master's Degree OR Certificate of Leadership and Management from the CSC
Training	40 hours of supervisory/management training/learning and development intervention
Experience	4 years of supervisory/management 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 (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 (Intermediate)

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

F1 - Budget Administration and Control (Basic)

1. Evaluates, reviews and recommends to management the maximization of the utilization of funds 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. Develops a collections management framework;

F8 - Communicating Effectively (Superior)

4. Develops communication plans and programs and strategizes an adaptive and responsive communication plan;

F9 - Digital Literacy (4.3)

5. Lead the use of technology and the internet;

F11 - Exhibition Development (Superior)

6. Provides strategic planning and effective implementation of the division's exhibition programs;

F12 - Exhibition Production (2.1, 2.4)

7. Initiates the production of the exhibition in accordance with established guidelines and standards
8. Reviews and recommends the Technical Specifications/ Terms of Reference for the procurement process;

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

10. 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)

11. Consolidates, reviews, recommends, monitors and evaluates IEC materials in relation to the different programs, projects, and activities of the division;

F20 - Interpretive Writing (Superior)

12. Evaluates the effectiveness of interpretive written materials;

F21 - Laboratory Management (Superior)

13. Oversees the laboratory management system;

F26 - Policy Management (Advanced)

14. Leads and provides strategic policy directions for the division;

F27 - Programs and Events Management (Superior)

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

F28 - Publication Production (Superior)

16. Develops, monitors and evaluates a publication program;

F29 - Records and Documents Management (Advanced)

17. Leads the improvement of existing records management system;

F31 - Research Design and Implementation (Superior)

- 18. Set the research agenda of the division and individual researches of Museum Curator I, Senior Museum Researchers, and Museum Researchers.
- 19.Plans, organizes, directs and supervises the conduct of systematic research in the field of Philippine archaeology and prehistory;
- 20.Initiates linkages, monitoring and collaboration of research activities with local/international research/academic institutions;
- 21. Sets the direction of the division in fulfilling the four core functions of research and publication, exhibition, management of collection and technical assistance;
- F32 - Risk Management (Advanced)**
- 22. Formulates and develops risk management policies and procedures;
- F34 - Technical Writing (Advanced)**
- 23. 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:**
- 24. Performs other duties and responsibilities as may be assigned by the supervisor;
- 25. Participates in Committee Work, Secretariat Services, and/or Institutional Strengthening Services;
- 26. Participates in seminars, trainings, and conferences relevant to the position.

Office Assignment	Maritime and Underwater Cultural Heritage Division
Position Title	Senior Museum Researcher
No. of Vacant Position	One (1)
Item No/s.	NMB-SRMR-77-2016
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
<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>

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 maritime and underwater cultural heritage collections

F7 - Collections Management (Advanced)

2. Supervises the organization, maintenance, movement, conservation, and inventory of the maritime and underwater cultural heritage collections

F8 - Communicating Effectively (3.1, 3.2, 3.3)

3. Reviews or evaluates reports and other documents required by the division/office

F9 - Digital Literacy (Advanced)

4. Evaluates digital devices, applications, software and systems use for transactions, communications, and monitoring of information for the division

F11 - Exhibition Development (Intermediate)

5. Prepares, reviews, and recommends exhibition proposals/concepts

F12 - Exhibition Production (1.1, 1.3, 1.4)

6. Supervise and monitors the progress of exhibition production.

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

7. Develops, designs, reviews, recommends, and oversees the implementation of IEC

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

8. Develop and evaluates policies on laboratory management.

F26 - Policy Management (Intermediate)

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

F27 - Programs and Events Management (Intermediate)

10. Develops/designs/reviews/recommends programs or activities in relation to maritime and underwater cultural heritage

F28 - Publication Production (Advanced)

11. Publishes results of research in reputable journals/publishing houses

12. Assists in the selection, assessment, documentation, and preparation of collections for publication

F29- Records and Documents Management (Intermediate)

13. Oversees the organization of records and documents and design and updating of the database for maritime and underwater cultural heritage collections

F31 - Research Design and Implementation (3.1, 3.2, 3.3, 3.4, 3.5, 3.6)

14. Assists in planning, organizing, directing and supervising the conduct of systematic research in the field of maritime and underwater archaeology

15. Conducts own research in maritime and underwater archaeology

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

17. Assists in the establishment of linkages, monitoring and collaboration of research activities with local/international research and academic institutions
F34 - Technical Writing (3.1, 3.2)
18. Prepares consolidated reports, comprehensive condition assessment, and profile of the collection
19. Proposes/prepares, reviews, and recommends papers/presentations on the collections and conducted researches
Others:
20. Performs other duties and responsibilities as may be assigned by the supervisor.
21. Participates in Committee Work, Secretariat Services, and/or Institutional Strengthening Services
22. Participates in seminars, trainings, and conferences relevant to the position
23. Extends technical assistance to the general public.

Office Assignment	Fine Arts Division
Position Title	Museum Researcher II
No. of Vacant Position	Four (4)
Item No/s.	NMB-MUSR2-57-2007 NMB-MUSR2-56-2016 NMB-MUSR2-57-2016 NMB-MUSR2-58-2007
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 and networking with local and international partners in the field of Fine Arts.</p>

- F6 - Collection Conservation Theory and Practice (Intermediate)**
 2. Proposes and conducts conservation and preservation maintenance of the National Fine Arts Collections and loans collection;
- F7 - Collections Management (Intermediate)**
 3. Assists in managing the collection care and documentations of the National Fine Arts Collection and loans collection.
- F8 - Communicating Effectively (Intermediate)**
 4. Prepares drafts of administrative and communication documents for internal and external clients.
- 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.
- F11 - Exhibition Development (Basic)**
 6. Prepares and assists in the review of exhibition proposals for the National Museum of Fine Arts and NM regional museums
- F12 - Exhibition Production (1.1, 1.4)**
 7. Assists in the preparation, transportation, handling, installation of collections at the National Museum of Fine Arts and NM regional museums and other partner institutions.
- 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.
- F21 - Laboratory Management (Intermediate)**
 9. Manages the repositories and laboratory at the National Museum of Fine Arts.
- F26 - Policy Management (Basic)**
 10. Proposes and assists in updating the Collection Management, and Conservation Guidelines of the division.
- 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 apply research on preventive conservation and handling of the National Fine Arts Collections and loans collection.
- F34 - Technical Writing (Intermediate)**
 14. Prepares 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.
 16. Provide technical assistance related to collections and conservations.

Office Assignment	Zoology Division
Position Title	Museum Researcher II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSR2-35-2007
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 - Ichthyology;</p> <p>F6 - Collection Conservation Theory and Practice (Intermediate) 2. Conducts conservation and preservation maintenance of fish collections;</p> <p>F7 - Collections Management (Intermediate) 4. Develops, curates, database fish collections and archival materials related to Philippine Ichthyology;</p> <p>5. Monitors technicians, laboratory aides and laborers directly involved in fieldwork and/or repository/laboratory;</p> <p>F8 - Communicating Effectively (Intermediate) 6. Prepare drafts of administrative and communication documents for internal and external clients;</p> <p>F9 - Digital Literacy (Intermediate) 7. Prepares administrative and communication documents for internal and external clients using tools and technologies such as internet and computers;</p> <p>F11 - Exhibition Development (Basic) 8. Provides technical information in the preparation of the exhibition proposals of the fish collections for exhibition in central and regional museums;</p> <p>F12 - Exhibition Production (1.1, 1.4) 9. Prepares exhibition collaterals on fishes including related administrative documents;</p> <p>F16 - Information, Education and Communications (IEC) Materials Development and Management (2.1, 2.3) 10. Facilitates the conceptualization and creation of various informational materials on Ichthyology to disseminate museum and scientific knowledge;</p> <p>F21 - Laboratory Management (Intermediate) 11. Conducts research through fieldwork and laboratory processes of Ichthyological collections in accordance with international museum best practices and standards for fish collections;</p> <p>F26 - Policy Management (Basic) 12. Adheres to the National Museum policy and reviews documents in accordance with local and international regulatory requirements;</p> <p>F28 - Publication Production (Intermediate) 13. Prepares manuscripts and reports on Philippine fishes for dissemination of museological and scientific knowledge through publication;</p> <p>F29 - Records and Documents Management (Basic)</p>

- 14. Implements proper records and documents management policies of the institution;
F31 - Research Design and Implementation (Intermediate)
 - 15. Conducts basic and applied research in the field of Ichthyology in collaboration with internal and external partners;
F34 - Technical Writing (Intermediate)
 - 16. Prepares technical report of research as an outcome of the fieldwork conducted for monitoring of the progress of the project proposed for the term;
- Others:**
- 17. Performs other duties and responsibilities as required or assigned.

Office Assignment	Botany and National Herbarium Division
Position Title	Museum Researcher II
No. of Vacant Position	Two (2)
Item No/s.	NMB-MUSR2-46-2016 NMB-MUSR2-48-2016
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 Botany;</p> <p>F6 - Collection Conservation Theory and Practice (Intermediate) 2. Conducts conservation and preservation maintenance in Philippine National Herbarium collections;</p> <p>F7 - Collections Management (Intermediate) 3. Monitors technicians, laboratory aides and labourer directly involved in fieldwork and/or repository/laboratory;</p>

- F8 - Communicating Effectively (Intermediate)**

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

F9 - Digital Literacy (Intermediate)

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

F11 - Exhibition Development (Basic)

6. Provides technical information in the preparation of the exhibition proposals of botanical collections for exhibition in central and regional museums;

F12 - Exhibition Production (1.1, 1.4)

7. Prepares administrative documents including exhibition collaterals;

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

8. Facilitates the conceptualization and creation of various informational materials to disseminate museum and scientific knowledge;

F21 - Laboratory Management (Intermediate)

9. Conducts research through fieldwork and laboratory processes of collections in accordance with the Philippine National Herbarium Manual;

F26 - Policy Management (Basic)

10. Reviews documents in accordance with local and international regulatory requirements;

F28 - Publication Production (Intermediate)

11. Prepares manuscripts and reports for dissemination of museological and scientific knowledge through publication;

F29 - Records and Documents Management (Basic)

12. Implements proper records and documents management policies of the institution;

F31 - Research Design and Implementation (Intermediate)

13. Conducts basic and applied research in the field of Botany in collaboration with internal and external partners;

F34 - Technical Writing (Intermediate)

14. Reviews research, exhibition, activity, and project proposals in accordance with local and international standards.

Others:

15. Performs other functions as provided by RA 10066 and RA11333 and other relevant laws enacted by the government

16. Participates in Committee Work, Secretariat Services, and/or Institutional Strengthening Services

Office Assignment	Office of the Director, National Museum of Fine Arts
Position Title	Museum Guide
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSG-71-2007
Salary Grade	9 (21,211.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Completion of two-years studies in college
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-professional)/ First Level Eligibility

Duties and Responsibilities

Core Competencies:

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.

C2 - Exemplifying Integrity (Basic)

Complies with prevailing code of ethics, morals, and norms in public service.

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.

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.

Functional Competencies

F8 - Communicating Effectively (Intermediate)

1. Provides general information services to museum viewers;

F16 - Information, Education and Communications (IEC) Materials Development and Management (1.5)

F35 - Tour Script Writing (Intermediate)

2. Conducts secondary or additional research in preparation for writing or updating galleries and specific-themed tour scripts to be used for guided tours;

F36 - Visitor Operations Administration (Basic)

3. Provides guided tours about the museum galleries and exhibitions to group tours and VIP guests;

4. Provides introductory talk to group tours;

5. Coordinates with maintenance and security personnel in keeping exhibition galleries clean, presentable and in order;

6. Assists concerned divisions on events and other activities involving frontline services

Others:

7. Assists in the implementation of educational programs and activities of the section for external and internal clients;

8. Assists concerned divisions on events and other activities involving frontline services

10. Prepares reports and other administrative documents;

11. 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;

12. 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:**

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)

<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 **December 5, 2023, to December 25, 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 ROSEANNE M. FLORES-AVILA
 Chairperson, HRMPSB