



BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

REGIONAL OFFICE

Office Assignment	Office of the Director, Visayas National Museums, Bohol Area Museum and Satellite Office (Tagbilaran , Bohol)
Position Title	Administrative Officer IV
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF4-19-2016
Salary Grade	15 (PHP 36,619.00) SSL 2023
Place of Assignment	Tagbilaran, Bohol

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 client’s 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 others 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>F3- Built Heritage Conservation Management (1.3)</p> <p>F5-Collaboration and Networking (Intermediate)</p> <p>F8- Communicating Effectively (Advanced)</p> <p>F9- Digital Literacy (Advanced)</p> <p>F13- Financial Management (Advanced)</p> <p>1. Acts as Disbursing/Collecting Officer of the Office, by preparing Cash Advance, Liquidation Report, and other financial documents in accordance with the government auditing rules for the efficient and effective operation of the branch</p> <p>F14- General Administration and Support Services Management (Advanced)</p> <p>F19- Internal Audit (2.2)</p>

2. Assists as necessary in examining, evaluating, and reviewing official documents, to ascertain its correctness and accuracy
F25- Monitoring and Evaluation (Intermediate)
F26- Policy Management (Intermediate)
3. Assists as necessary or as assigned in formulating and implementing museum policies and procedures, processes, actions, issues and concerns as well as in the implementation of CSC, COA and other government laws, policies, rules and regulations relevant to the operations of the regional/area museum, and in collaboration with the regional/area museum head and other personnel to ensure compliance to applicable government standards and improve work processes
F29- Records and Documents Management (Advanced)
4. Assists in the supervision of all NMP personnel including contractual/non-organic personnel in the regional/area museum in the performance of their respective functions and other assigned task
F32- Risk Management (Basic)
F33- Security Management (Advanced)
5. Acts as Museum Security Officer (MSO), or in case the MSO task is assigned to the immediate superior or another personnel - Assists in managing museum security work and security personnel, by participating in the crafting of museum security policies and in collaboration with the regional/area museum head and the NMP Security Office for a well-managed security personnel to ensure utmost security of the museum buildings, facilities, collections, personnel and visitors
F34- Technical Writing (3.1)
Others:
6. Assists in the preparation of proposed budgets for museum programs, projects, plans, activities and other operational necessities, including those pertinent to the preparation of Annual/Supplemental Procurement Program (PPMP) and Work and Financial Plan (WFP) in consultation/coordination with the regional/area museum head and other concerned personnel for the implementation and monitoring of the same
7. Acts as Building Officer In charge or Lead Monitor for buildings and facilities; OR the following in case the above said task is assigned to the immediate superior or another personnel - Assists in monitoring and managing museum buildings and facilities; Assists in the preparation of monitoring reports, communications and other pertinent reports to ensure a well-maintained buildings and facilities
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.
9. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director Northern Luzon National Museums - Batanes Area Museum and Satellite Office (Uyugan, Batanes)
Position Title	Information Officer II
No. of Vacant Position	One (1)
Item No/s.	NMB-INFO2-20-2016
Salary Grade	15 (PHP 36,619.00) SSL 2023
Place of Assignment	Uyugan, Batanes
CSC Qualification Standards	
Education	Bachelor's Degree
Training	4 hours of relevant training
Experience	1 year of relevant experience

Duties and Responsibilities
<p>Core Competencies:</p> <p>C1 – Delivering Professional and Excellent Service (Intermediate) Delivers and adds value to client’s 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>F4 - Client Feedback Analysis (Advanced)</p> <p>F5 - Collaboration and Networking (Advanced)</p> <p>F8 - Communicating Effectively (Superior)</p> <p>1. Takes charge of the exchanges, complimentary issues and consignments of museum publications by drafting communications relative thereto and take periodic inventory to address issues;</p> <p>2. Takes charge of addressing and sending out invitations/posters for museum guests and visitors to exhibit opening;</p> <p>F9 - Digital Literacy (Advanced)</p> <p>F10 - Editorial and Media Production (Intermediate)</p> <p>F16 - Information, Education, and Communications (IEC) Materials Development and Management (Intermediate)</p> <p>F20 - Interpretive Writing (Advanced)</p> <p>3. Performs highly skilled and responsible clerical work such as encoding, powerpoint presentation, photo editing, graphics design, etc. for the development of quality Social Media content, Museum Educational Programs and other information materials</p> <p>4. Spearheads the annual social media planning and periodic reviews to update the said plan in line with the NMP mandate to promote heritage education, and facilitates the implementation of the said plan, in collaboration with concerned RASM personnel (including the head) and in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division to increase public awareness, educate and engage the community in the appreciation of Filipino heritage</p> <p>5. Spearheads in the production of social media content and printed information, education and campaign (IEC) materials, by undertaking the necessary research as well as in consultation and collaboration with Museum Researchers,Regional head and the concerned curatorial divisions and other knowledgeable museum personnel to increase public awareness by producing quality Social Media content (e.g. features, photo-stories, etc)</p> <p>F24 - Media and Public Relations (Public Relations and Outreach) (3.5)</p> <p>6. Performs public relations and public information work for the museum by coordinating with other government offices, cultural and educational institution and other agencies to strengthen the educational campaign, information dissemination and promotion of the museums;</p> <p>F25 - Monitoring and Evaluation (3.1)</p> <p>F27 - Programs and Events Management (Advanced)</p> <p>F32 - Risk Management (Basic)</p> <p>F34 - Technical Writing (3.1)</p> <p>7. Assist the Administrative Officer in planning, implementing, and coordinating an integrated promotional programs and spearheads the systematic implementation of programs, in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division</p>

for the effective and systematically implementation of promotional program, Museum Education Program and other activities
8. Prepares plans and spearheads the systematic implementation of programs , in collaboration with concerned RASM personnel and Regional head, and in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division for the effective and systematically implementation of promotional program and Museum Education Program and other activities
9. Spearheads the annual planning and implementation of museum educational programs and activities in line with the NMP mandate, as well as participates in the production of museum programs and activities, in collaboration with the heads, concerned RASM personnel and in consultation with the concerned curatorial and technical divisions as well as with the Museum Services Division for the implementation of Annual Museum Education Program Plan
F35 - Tour Script Writing (Advanced)
10. Prepares NMP exhibition texts, captions, and labels in in layman's language both Filipino and English to Filipino and vice versa and other local languages to ensure accessibility & inclusivity in educating the audience/public
F36 - Visitor Operations Administration (3.1)
Others:
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.

Office Assignment	Office of the Director, Mindanao National Museums - Western-Southern Mindanao Regional Museum and Satellite Office (Zamboanga City)
Position Title	Museum Researcher II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSR2-62-2007
Salary Grade	14 (PHP 33,843.00) SSL 2023
Place of Assignment	Zamboanga City
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 client’s 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>

Functional Competencies	
F5 - Collaboration and Networking (Intermediate)	
F6 - Collection Conservation Theory and Practice (Intermediate)	
F7 - Collections Management (Intermediate)	
F8 - Communicating Effectively (Intermediate)	
1. Administers and supervises the sites and regional museums personnel involved in the maintenance of the sites;	
F9 - Digital Literacy (Intermediate)	
2. Disseminates educational information through lectures seminars and guided tours;	
F11 - Exhibition Development (Basic)	
F12 - Exhibition Production (1.1, 1.4)	
F16 - Information, Education and Communications (IEC) Materials Development and Management (2.1, 2.3)	
3. Prepares brochures, handouts, posters, and other information materials for printing;	
F21 - Laboratory Management (Intermediate)	
4. Conducts research through fieldwork and laboratory processes of collections in accordance with the Philippine National Herbarium Manual;	
F26 - Policy Management (Basic)	
F28 - Publication Production (Intermediate)	
F29 - Records and Documents Management (Basic)	
F31 - Research Design and Implementation (Intermediate)	
5. Conducts scientific research in the field of museum and site management;	
6. Conducts research in specialized fields;	
7. Conducts fieldwork to assist research and development in the physical and natural sciences, as well as anthropological studies;	
F34 - Technical Writing (Intermediate)	
F35 - Tour Script Writing (Advanced)	
Others:	
8. Performs other functions as provided by RA11333 and other relevant laws enacted by the government	
9. Does related work.	

Office Assignment	Office of the Director, Northern Luzon National Museums - Ilocos Regional Museum and Satellite Office (Vigan, Ilocos Sur)
Position Title	Museum Guide
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSG-79-2007
Salary Grade	9 (PHP 21,211.00) SSL 2023
Place of Assignment	Vigan, Ilocos Sur

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

F4 - Client Feedback Analysis (1.2, 1.3)

1. Helps in addressing and distributing educational or promotional materials
2. Administers, Encodes/inputs client feedback, and submits report on Museum Experience Surveys

F7 - Collections Management (1.1)

3. Assists in monitoring exhibit items, protecting them from defacement, vandalism, or theft
4. Helps in monitoring and coordinating with maintenance personnel in keeping the exhibition galleries clean, orderly and presentable

F8 - Communicating Effectively (Intermediate)

5. Gives lectures and gallery talks on specific themes of museum exhibitions and general information about the museum and explains the significance of museum objects on exhibits
6. Attends/Responds to public inquiries and requests for museum services
7. Drafts and submits reports relative to visitor operations

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

F20 - Interpretive Writing (Basic)

8. Assist the Information Officer and Museum Researcher in drafting information/interpretive materials

F25- Monitoring and Evaluation (2.3)

9. Updates and maintains the database on museum visitor operations
10. Generates information/data on visitor statistics monthly, semestral, annually, and as the need arises

F29- Records and Documents Management (Basic)

11. Keeps up-to-date records and statistics on museum visitors

F35 - Tour Script Writing (Intermediate)

12. Conducts additional researches to update recent studies on specific themes of museum exhibitions and topics for the preparation of tour scripts, lectures, and audio-visual shows

F36 - Visitor Operations Administration (Basic)

13. Guides visitors to the museum exhibitions, lectures, demonstrations, slide, and film shows, and other educational activities
14. Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests
15. Participates and assists in the guides and docents’ programs of the Agency
16. Ensures properly managed booking, reservation of tours, introductory and guiding services, etc.

Others:

17. 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.
18. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director, Northern Luzon National Museums Cordillera Regional Museum and Satellite Office (Kiangnan, Ifugao)
Position Title	Museum Guide
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSG-90-2007
Salary Grade	9 (PHP 21,211.00) SSL 2023
Place of Assignment	Kiangnan, Ifugao

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
<p>Core Competencies:</p> <p>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.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>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.</p> <p>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.</p>
<p>Functional Competencies</p> <p>F4 - Client Feedback Analysis (1.2, 1.3)</p> <ol style="list-style-type: none"> Helps in addressing and distributing educational or promotional materials Administers, Encodes/inputs client feedback, and submits report on Museum Experience Surveys <p>F7 - Collections Management (1.1)</p> <ol style="list-style-type: none"> Assists in monitoring exhibit items, protecting them from defacement, vandalism, or theft Helps in monitoring and coordinating with maintenance personnel in keeping the exhibition galleries clean, orderly and presentable <p>F8 - Communicating Effectively (Intermediate)</p> <ol style="list-style-type: none"> Gives lectures and gallery talks on specific themes of museum exhibitions and general information about the museum and explains the significance of museum objects on exhibits Attends/Responds to public inquiries and requests for museum services Drafts and submits reports relative to visitor operations <p>F16 - Information, Education, and Communications (IEC) Materials Development and Management (1.5)</p> <p>F20 - Interpretive Writing (Basic)</p> <ol style="list-style-type: none"> Assist the Information Officer and Museum Researcher in drafting information/interpretive materials <p>F25- Monitoring and Evaluation (2.3)</p> <ol style="list-style-type: none"> Updates and maintains the database on museum visitor operations

10. Generates information/data on visitor statistics monthly, semestral, annually, and as the need arises
F29- Records and Documents Management (Basic)
11. Keeps up-to-date records and statistics on museum visitors
F35 - Tour Script Writing (Intermediate)
12. Conducts additional researches to update recent studies on specific themes of museum exhibitions and topics for the preparation of tour scripts, lectures, and audio-visual shows
F36 - Visitor Operations Administration (Basic)
13. Guides visitors to the museum exhibitions, lectures, demonstrations, slide, and film shows, and other educational activities
14. Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests
15. Participates and assists in the guides and docents' programs of the Agency
16. Ensures properly managed booking, reservation of tours, introductory and guiding services, etc.
Others:
17. 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.
18. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director, Visayas National Museums, Bohol Area Museum And Satellite Office (Tagbilaran, Bohol)
Position Title	Museum Guide
No. of Vacant Position	One (1)
Item No/s.	NMB-MUSG-86-2007
Salary Grade	9 (PHP 21,211.00) SSL 2023
Place of Assignment	Tagbilaran, Bohol

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
<p>Core Competencies:</p> <p>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.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>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.</p> <p>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.</p>

Functional Competencies	
F4 - Client Feedback Analysis (1.2, 1.3)	
1. Helps in addressing and distributing educational or promotional materials	
2. Administers, Encodes/inputs client feedback, and submits report on Museum Experience Surveys	
F7 - Collections Management (1.1)	
3. Assists in monitoring exhibit items, protecting them from defacement, vandalism, or theft	
4. Helps in monitoring and coordinating with maintenance personnel in keeping the exhibition galleries clean, orderly and presentable	
F8 - Communicating Effectively (Intermediate)	
5. Gives lectures and gallery talks on specific themes of museum exhibitions and general information about the museum and explains the significance of museum objects on exhibits	
6. Attends/Responds to public inquiries and requests for museum services	
7. Drafts and submits reports relative to visitor operations	
F16 - Information, Education, and Communications (IEC) Materials Development and Management (1.5)	
F20 - Interpretive Writing (Basic)	
8. Assist the Information Officer and Museum Researcher in drafting information/interpretive materials	
F25- Monitoring and Evaluation (2.3)	
9. Updates and maintains the database on museum visitor operations	
10. Generates information/data on visitor statistics monthly, semestral, annually, and as the need arises	
F29- Records and Documents Management (Basic)	
11. Keeps up-to-date records and statistics on museum visitors	
F35 - Tour Script Writing (Intermediate)	
12. Conducts additional researches to update recent studies on specific themes of museum exhibitions and topics for the preparation of tour scripts, lectures, and audio-visual shows	
F36 - Visitor Operations Administration (Basic)	
13. Guides visitors to the museum exhibitions, lectures, demonstrations, slide, and film shows, and other educational activities	
14. Assists in receiving guests during formal openings of the exhibitions and other special events and provides special guiding services for VIP guests	
15. Participates and assists in the guides and docents' programs of the Agency	
16. Ensures properly managed booking, reservation of tours, introductory and guiding services, etc.	
Others:	
17. 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.	
18. Performs other duties and responsibilities as may be assigned by the supervisor.	

Office Assignment	Office of the Director, Visayas National Museums, Bohol Area Museum and Satellite Office (Tagbilaran, Bohol)
Position Title	Museum Technician II
No. of Vacant Position	One (1)
Item No/s.	NMB-MUST2-96-2016
Salary Grade	8 (PHP 19,744.00) SSL 2023
Place of Assignment	Tagbilaran, Bohol

CSC Qualification Standards

Education	Completion of two years studies in college
Training	4 hours of relevant training

Experience	1 year of relevant experience
Eligibility	Museum Technician (CSC MC 10, s. 2013 - Cat II)

Duties and Responsibilities
<p>Core Competencies:</p> <p>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.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>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.</p> <p>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.</p>
<p>Functional Competencies</p> <p>F6- Collection Conservation Theory and Practice (Basic)</p> <p>F7- Collections Management (Basic)</p> <ol style="list-style-type: none"> Restores, maintains, and prepares reference collections for research, exhibition, and related activities; Conducts preventive maintenance and monitoring of reference collections in the repository and exhibition areas; Assists in transportation of the collections; Assists in the activities of NM Regional Satellite Office researchers; Assists in the supervision of National Collections maintenance; <p>F9- Digital Literacy (Basic)</p> <ol style="list-style-type: none"> Assists in the NMP collections database and other IT concerns; <p>F21- Laboratory Management (Basic)</p> <ol style="list-style-type: none"> Performs housekeeping works in the galleries, repositories, and laboratories; <p>F8- Communicating Effectively (Basic)</p> <p>Others:</p> <ol style="list-style-type: none"> 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. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director, Central-Southern Luzon and MIMAROPA National Museums
Position Title	Administrative Assistant I
No. of Vacant Position	One (1)
Item No/s.	NMB-ADAS1-12-2021
Salary Grade	7 (PHP 18,620.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	***Competition of two-year studies in college or High School Graduate with relevant vocational/ trade course
Training	None Required
Experience	None Required
Eligibility	Civil Service (Sub-Professional) / First Level Eligibility

Duties and Responsibilities
<p>Core Competencies:</p> <p>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.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>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.</p> <p>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.</p>
<p>Functional Competencies</p> <p>F8 - Communicating Effectively (Basic)</p> <p>F9 - Digital Literacy (Basic)</p> <p>F29 - Records and Documents Management (Basic)</p> <p>Others:</p> <ol style="list-style-type: none">1. Provides administrative support to ensure efficient operation of the office.2. Carries out administrative duties such as filing, copying, scanning, etc.3. Routes/processes the outgoing documents and record it in the outgoing logbook.4. Receives incoming documents and record it in the outgoing logbook.5. Assists in coordinating with internal/external clients.6. Assists in monitoring and updating the inventory of supplies and materials.7. Answers telephone calls.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.9. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director, Mindanao National Museums
Position Title	Administrative Assistant I
No. of Vacant Position	One (1)
Item No/s.	NMB-ADAS1-14-2021
Salary Grade	7 (PHP 18,620.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	***Competition of two-year studies in college or High School Graduate with relevant vocational/ trade course
Training	None Required
Experience	None Required
Eligibility	Civil Service (Sub-Professional) / First Level Eligibility

Duties and Responsibilities
<p>Core Competencies:</p> <p>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.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>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.</p> <p>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.</p>
<p>Functional Competencies</p> <p>F8 - Communicating Effectively (Basic)</p> <p>F9 - Digital Literacy (Basic)</p> <p>F29 - Records and Documents Management (Basic)</p> <p>Others:</p> <ol style="list-style-type: none"> 1. Provides administrative support to ensure efficient operation of the office. 2. Carries out administrative duties such as filing, copying, scanning, etc. 3. Routes/processes the outgoing documents and record it in the outgoing logbook. 4. Receives incoming documents and record it in the outgoing logbook. 5. Assists in coordinating with internal/external clients. 6. Assists in monitoring and updating the inventory of supplies and materials. 7. Answers telephone calls. 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. 9. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director, Northern Luzon National Museums - Cordillera Regional Museum and Satellite Office (Kiangnan, Ifugao)
Position Title	Engineering Aide
No. of Vacant Position	One (1)
Item No/s.	NMB-ENGA-7-2015
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Kiangnan, Ifugao

CSC Qualification Standards

Education	High School Graduate or Completion of relevant vocational/ trade
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	course
Training	None Required
Experience	None Required
Eligibility	None Required (CSC MC 10, s. 2013 - Cat III)

Duties and Responsibilities
<p>Core Competencies:</p> <p>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.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>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.</p> <p>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.</p>
<p>Functional Competencies</p> <p>F2-Building and Facilities Maintenance Management (1.1) 1. Assists in the administrative function and in the maintenance/repair of the RAOD’s facilities, buildings, offices, etc for the protection and preservation of NM properties; Assists the NM field workers in the conduct/implementation of Museum projects/activities 2. Maintains the cleanliness and sanitation of Museum offices/premises and facilities;</p> <p>Others: 3. 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. 4. Performs other duties and responsibilities as may be assigned by the supervisor.</p>

Office Assignment	Office of the Director, Mindanao National Museums- Western Southern Mindanao Regional Museum and Satellite Office (Zamboanga City)
Position Title	Engineering Aide
No. of Vacant Position	One (1)
Item No/s.	NMB-ENGA-36-2016
Salary Grade	4 (PHP 15,586.00) SSL 2023
Place of Assignment	Zamboanga City

CSC Qualification Standards

Education	High School Graduate or Completion of relevant vocational/ trade course
Training	None Required
Experience	None Required

Duties and Responsibilities
<p>Core Competencies:</p> <p>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.</p> <p>C2 – Exemplifying Integrity (Basic) Complies with prevailing code of ethics, morals, and norms in public service.</p> <p>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.</p> <p>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.</p>
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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**:

<p>Application letter addressed to the Deputy Director-General for Administration, indicating the position applied for, item number, and name of the division.</p> <p>ATTY. MA. ROSENNE M. FLORES-AVILA Deputy Director-General for Administration National Museum of the Philippines</p>
<p>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) (<i>2 copies to be retained</i>)</p> <p><i>PDS, WES and Notarization shall bear the date within the period of publication only.</i></p>


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.
<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

- Files should be in a PDF and must not be compressed into archive file formats such as RAR or ZIP.
- If applying for multiple positions, submit a separate set for each.
- Late and incomplete submissions will not be accepted.
- Only shortlisted applicants shall be notified
- PDS, WES, and Notarization shall bear the date within the period of publication only.



ATTY. MA ROSENNE M. FLORES-AVILA

Chairperson, HRMPSB

