



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

**BULLETIN OF VACANT POSITIONS**  
In Compliance with RA 7041

**CENTRAL OFFICE**

<b>Office Assignment</b>	<b>Financial Services Division</b>
<b>Position Title</b>	Accountant IV
<b>No. of Vacant Position</b>	(One) 1
<b>Item No/s.</b>	<b>NMB-A4-15-2016</b>
<b>Salary Grade</b>	<b>22 (71,511.00) SSL 2023</b>
<b>Place of Assignment</b>	Manila

**CSC Qualification Standards**

<b>Education</b>	Bachelor's Degree in Commerce/ Business Administration Major in Accounting
<b>Training</b>	16 hours of relevant training
<b>Experience</b>	3 years of relevant experience
<b>Eligibility</b>	RA 1080 (Accountant)

Duties and Responsibilities
<p><b>Core Competencies:</b></p> <p><b>C1 - Delivering Professional and Excellent Service (Advanced)</b> Anticipates, identifies, and manages stakeholders' standards and requirements towards excellent customer service through improving the sense of responsibility, intelligence, and skills.</p> <p><b>C2 - Exemplifying Integrity (Advanced)</b> Models and encourages ethical behavior that is consistent with the organization's core values.</p> <p><b>C3 - Personal Effectiveness (Advanced)</b> 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><b>C4 - Solving Problems and Making Decisions (Advanced)</b> 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><b>Leadership Competencies:</b></p> <p><b>L1- Building Collaborative Inclusive Working Relationships (Intermediate)</b> Builds partnerships and networks to deliver or enhance work outcomes.</p> <p><b>L2-Creating and Nurturing a High-Performing Organization (Intermediate)</b> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns, and aspirations; creates team cohesion and improves individual and team performance.</p> <p><b>L3- Leading Change (Intermediate)</b> 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><b>L4- Managing Performance and Coaching for Results (Intermediate)</b></p>

Creates tools and/or applies new methods in correcting and improving below-standard or non-compliant performance of individuals or groups.

**L5- Thinking Strategically and Creatively (Intermediate)**

Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.

**Functional Competencies**

- F1 - Budget Administration Control (3.4)**
1. Directs the consultation activities to each tier of the agency organization with the objective of developing and executing a sound budget.
- F8 - Communicating Effectively (Advanced)**
2. Administers information dissemination of the division.
- F13 - Financial Management (Advanced)**
3. Provides stakeholders relevant financial information of the agency.
- F26 - Policy Management (Advanced)**
4. Identifies financial and other administrative policies and procedures that shall need development or improvement.
- F32 - Risk Management (Advanced)**
5. Devises protocols in the recognition and enhancement of possibilities present in the financial operations of the agency.
- F34 - Technical Writing (Advanced)**
6. Ensures office communications are in conformity with standards set by the agency.
- Others:
7. Provides supporting functions connected to Science and Technology programs, projects, and activities of the agency, such as Data Collection and Records Management; Financial Management; Conservation; Collection Management; Facility Management; Human Resource Management; General Services Management; and Museum Services Management.
8. Performs other duties and responsibilities as may be assigned by the supervisor

Office Assignment	Exhibition, Editorial, and Media Production Services Division
Position Title	Administrative Officer IV
No. of Vacant Position	One (1)
Item No/s.	NMB-ADOF4-13-2016
Salary Grade	15 (36,619.00) SSL 2023
Place of Assignment	Manila

**CSC Qualification Standards**

Education	Bachelor's Degree relevant to the job
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Professional)/ Second Level Eligibility

Duties and Responsibilities
<b>Core Competencies:</b>
<b>C1 - Delivering Professional and Excellent Service (Intermediate)</b>
Delivers and adds value to clients' standards and requirements.
<b>C2 - Exemplifying Integrity (Intermediate)</b>
Ascertains correct understanding of the values and principles of the organization in every situation.

**C3 - Personal Effectiveness (Intermediate)**

Seeks opportunities to realize expectations about own abilities and skills to serve other relationships within and outside the organization.

**C4 - Solving Problems and Making Decisions (Intermediate)**

Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity.

**Functional Competencies:****F5 - Collaboration and Networking (Intermediate)**

1. Coordinates with the concerned divisions, regional/area/site museums, and contractors to ensure the smooth implementation of the project.

**F8 - Communicating Effectively (Intermediate)**

2. Participates in and conducts talks, seminars, workshops, conferences, and other training for professional development.

**F9 - Digital Literacy (Intermediate)**

3. Demonstrates technical fluency in the responsible consumption, creation, and sharing of ideas and information in a digital environment.

**F11 - Exhibition Development (Intermediate)**

4. Assists the AOV (Exhibition) in the preparation of exhibition proposals by creating 2D layouts, 3D models, and reviewing the submitted initial requirement to produce complete, concise, and correct technical drawings before the implementation.

5. Assists in the preparation of material takeoff and cost/approved budget for the contract by estimating/quantifying the materials and reviewing the proposed exhibition layout and design before proceeding to purchase orders or bidding conferences.

**F12 - Exhibition Production (Intermediate)**

6. Supervises the progress of exhibit implementation by coordinating with the concerned division and contractor to produce efficient and effective exhibition projects.

7. Assists in the monitoring of the condition of exhibits and galleries by conducting quarterly inspections and monitoring reports to maintain the good condition of the National Museum of the Philippines exhibition halls and galleries.

8. Prepares reports by reviewing and assessing the monitoring of the exhibits and galleries in central museums and submits them to SAO for review.

9. Prepares ingress and egress documentation reports by following and integrating the proposed exhibition layout, technical shop/detailed drawings, and photo documentation during the implementation that will serve as exhibition references for future upgrades and development.

**F14 - General Administration and Support Services Management (Intermediate)**

10. Assists in preparing administrative and financial documents by checking/reviewing the documents before submitting them to the immediate supervisor for approval.

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

11. Ensures compliance with standards, policies, and procedures in processing and packaging gathered information that is understandable, clear, relevant, and concise.

**Others:**

12. 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.

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

Office Assignment	Maritime and Underwater Cultural Heritage Division
Position Title	Museum Technician II
No. of Vacant Position	Two (2)
Item No/s.	NMB-MUST2-55-2016 NMB-MUST2-56-2016
Salary Grade	8 (PHP 19,744.00) 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	Museum Technician (MC10, s. 2013 - Cat II)

Duties and Responsibilities
<p><b>Core Competencies:</b></p> <p><b>C1 – Delivering Professional and Excellent Service (Basic)</b> Complies with the Agency’s established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p><b>C2 – Exemplifying Integrity (Basic)</b> Complies with prevailing code of ethics, morals, and norms in public service.</p> <p><b>C3 – Personal Effectiveness (Basic)</b> 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><b>C4 – Solving Problems and Making Decisions (Basic)</b> 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><b>Functional Competencies</b></p> <p><b>F6 – Collection Conservation Theory and Practice (Basic)</b> 1. Demonstrates knowledge and understanding of appropriate and current standards and practices in the conservation of museum collections.</p> <p><b>F7 – Collections Management (Basic)</b> 2. Inventories and organizes the reference materials of the division</p> <p><b>F8 – Communicating Effectively (Basic)</b> 3. Prepares reports and other documents required by the division/office.</p> <p><b>F9 – Digital Literacy (Basic)</b> 4. Conducts photo-documentation, specimen illustration, and database encoding of the division to facilitate collection stewardship.</p> <p><b>F12 - Exhibition Production (Basic)</b> 5. Assists in transportation, handling and installation of works for exhibition or conservation. 6. Provides assistance in the preparation and installation of exhibition object.</p> <p><b>F21 – Laboratory Management (Basic)</b> 7.Assists in the preventive conservation and collections care of division specimens including maintenance of storage facilities of the division to ensure long-term sustainability of the collections.</p> <p><b>F31 - Research Design and Implementation (Basic)</b> 8. Assists in research activities through consolidation of research materials and relevant resources needed</p> <p>Others:</p> <p>9. Participates in Committee Work, Secretariat Services, and/or Institutional Strengthening Services.</p>

10. Participates in seminars, trainings, and conferences relevant to the position
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.

<b>Office Assignment</b>	<b>Ethnology Division</b>
<b>Position Title</b>	Museum Technician II
<b>No. of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUST2-72-2016
<b>Salary Grade</b>	8 (PHP 19,744.00) SSL 2023
<b>Place of Assignment</b>	Manila

**CSC Qualification Standards**

<b>Education</b>	Completion of two years studies in college
<b>Training</b>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	Museum Technician (MC10, s. 2013 - Cat II)

Duties and Responsibilities
<p><b>Core Competencies:</b></p> <p><b>C1 – Delivering Professional and Excellent Service (Basic)</b> Complies with the Agency’s established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p><b>C2 – Exemplifying Integrity (Basic)</b> Complies with prevailing code of ethics, morals, and norms in public service.</p> <p><b>C3 – Personal Effectiveness (Basic)</b> 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><b>C4 – Solving Problems and Making Decisions (Basic)</b> 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><b>Functional Competencies</b></p> <p><b>F6 – Collection Conservation Theory and Practice (Basic)</b> 1. Assists in the preventive and interventive conservation of collections in the repositories and galleries</p> <p><b>F7 – Collections Management (Basic)</b> 2. Documents, organizes, conserves, and inventories the National Ethnographic Collection stored and exhibited at the NM of Anthropology and selected RASMSOs</p> <p><b>F8 – Communicating Effectively (Basic)</b> 3. Assists in the conduct of lectures, trainings, and workshops on collection management and in the implementation of educational/public programs</p> <p><b>F9 – Digital Literacy (Basic)</b> 4. Applies fundamental practices in the responsible consumption, creation, and sharing of ideas and information in a digital environment</p> <p><b>F12 - Exhibition Production</b> 5. Assists in the preparation and installation of National Ethnographic Collection for exhibition</p>

**F21 – Laboratory Management (Basic)**

6. Demonstrates basic knowledge and understanding of the safety protocols, operations, and maintenance in the laboratory.

**F31 - Research Design and Implementation**

7. Assists in the conduct of field research on the documentation of tangible and intangible heritage; preventive and interventive conservation of National Ethnographic Collection; and installation, transport, and handling of National Ethnographic Collection.

Others:

8. Records, files, inventories, and organizes the records and documents; and updates the masterlist, card catalogs, and database of the National Ethnographic Collection

9. 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;

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

<b>Office Assignment</b>	<b>Office of the Director Central Southern Luzon and Mimaropa National Museums - Bicol Regional Museum and Satellite Office (Daraga, Albay)</b>
<b>Position Title</b>	Museum Technician II
<b>No. of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-MUST2-88-2016
<b>Salary Grade</b>	8 (PHP 19,744.00) SSL 2023
<b>Place of Assignment</b>	Daraga, Albay

**CSC Qualification Standards**

<b>Education</b>	Completion of two years studies in college
<b>Training</b>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	Museum Technician (MC10, s. 2013 - Cat II)

Duties and Responsibilities
<b>Core Competencies:</b>
<b>C1 – Delivering Professional and Excellent Service (Basic)</b> Complies with the Agency’s established standards of delivery of service level agreements and delivers explicit requirements of clients.
<b>C2 – Exemplifying Integrity (Basic)</b> Complies with prevailing code of ethics, morals, and norms in public service.
<b>C3 – Personal Effectiveness (Basic)</b> Acknowledges expectations about own abilities to deliver public service, to render better performance and to maintain interpersonal relationships within and outside the organization.
<b>C4 – Solving Problems and Making Decisions (Basic)</b> 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
<b>Functional Competencies</b>
<b>F6 – Collection Conservation Theory and Practice (Basic)</b>

1. Demonstrates knowledge and understanding of appropriate and current standards and practices in the conservation of museum collections.
<b>F7 – Collections Management (Basic)</b>
2. Restores, maintains, and prepares reference collections for research, exhibition, and related activities;
3. Conducts preventive maintenance and monitoring of reference collections in the repository and exhibition areas;
4. Assists in transportation of the collections;
5. Assists in the activities of NM Regional Satellite Office researchers; Assists with the supervision in the maintenance of National Collections;
<b>F8 – Communicating Effectively (Basic)</b>
6. Demonstrates understanding of the basic principles of communication to convey clear and simple information or ideas effectively.
<b>F9 – Digital Literacy (Basic)</b>
7. Assists in the National Museum collections database and other IT concerns;
<b>F21 – Laboratory Management (Basic)</b>
8. Performs housekeeping works in the galleries, repositories, and laboratories;
Others:
9. 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.
10. Performs other duties and responsibilities as may be assigned by the supervisor.

<b>Office Assignment</b>	<b>General Administrative Services Division</b>
<b>Position Title</b>	Administrative Aide IV (Driver II)
<b>No. of Vacant Position</b>	One (1)
<b>Item No/s.</b>	NMB-ADA4-12-2016
<b>Salary Grade</b>	4 (15,586.00) SSL 2023
<b>Place of Assignment</b>	Manila

**CSC Qualification Standards**

<b>Education</b>	Elementary School Graduate
<b>Training</b>	None required
<b>Experience</b>	None required
<b>Eligibility</b>	Professional Driver’s License (MC 10 s.2013 Cat IV)

Duties and Responsibilities
<p><b>Core Competencies:</b></p> <p><b>C1 - Delivering Professional and Excellent Service (Basic)</b> Complies with the Agency’s established standards of delivery of service level agreements and delivers explicit requirements of clients.</p> <p><b>C2 - Exemplifying Integrity (Basic)</b> Complies with prevailing code of ethics, morals, and norms in public service.</p> <p><b>C3 - Personal Effectiveness (Basic)</b> 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><b>C4 - Solving Problems and Making Decisions (Basic)</b></p>

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**

1. Demonstrate the ability to convey messages to client relevant to their function as transport service section;

**F9 - Digital Literacy**

2. Operates light automotive equipment in transporting personnel, clients, equipment/supplies, and relevant services;

**F14 - General Administration and Support Services Management**

3. Ensure submission of accomplished trip tickets on daily basis as necessary;

4. Does minor/basic mechanical repairs on equipment and vehicles;

5. Does regular basic initial test on vehicles before use and inspection after use;

**F29 - Records and Documents Management**

6. Submits necessary report on fuel consumption and distance traveled necessary as supporting documents for transportation expenses;

Others:

7. Provides supporting functions connected to science and Technology programs, Projects, and activities of the agency such as Data Collection and Records Management; Facility Management; Human Resource Management; General Services Management; and Museum Services Management.

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

Interested applicants must submit the following via online to [hrmbsbsecretariat@nmp-hrmd.com](mailto:hrmbsbsecretariat@nmp-hrmd.com), with the subject line **Position (Item No.), Division – Surname, First Name, Middle Initial**:

**Application letter** addressed to the Deputy Director-General for Administration, indicating the position applied for, item number, and name of the division.

**ATTY. MA. ROSENNE M. FLORES-AVILA**  
Deputy Director-General for Administration  
National Museum of the Philippines

3 copies of duly notarized and properly accomplished CS Form No. 212, Revised 2017 or **Personal Data Sheet (PDS)** with most recent photo and **Work Experience Sheet (WES)** (*2 copies to be retained*)

***PDS, WES and Notarization shall bear the date within the period of publication only.***

Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from [bit.ly/NMPRecruitment2021\\_Forms](http://bit.ly/NMPRecruitment2021_Forms).

Please combine the PDF copies of your Personal Data Sheet (PDS) and Work Experience Sheet (WES) into a single file.

Scanned copy/ies of **Authenticated Certificate of Eligibility/board rating/valid license**

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

Scanned copy/ies of previous and current **employment certificates** with duties and responsibilities, if applicable



For multiple documents, please combine the PDF copies of these into a single file
Scanned copy/ies of two (2) recent <b>performance ratings</b> from previous and current employers
For multiple documents, please combine the PDF copies of these into a single file.
Scanned copy/ies of <b>relevant training/seminar certificates</b>
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 <b>diploma and transcript of records</b>
For multiple documents, please combine the PDF copies of these into a single file.

Applicants must meet the qualification standards and submit from **January 8, 2024 to January 19, 2024 until 5:00 PM only**. Incomplete submission of documents will not be entertained and only shortlisted applicants will be notified.

The National Museum of the Philippines highly encourages all interested and qualified applicants including persons who are differently abled, members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expressions (SOGIE).

*Important Reminders*

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

  
**ATTY. MA ROSENNE M. FLORES-AVILA**  
Chairperson, HRMPSB  


Republic of the Philippines  
**National Museum**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

CIVIL SERVICE COMMISSION-NCR

MANILA FIELD OFFICE

RECEIVED  
08 JAN 2024

BY:   
ANGELITO S. MACARIO  
HRMO

RODEL B. MATIAS  
HRM

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the National Museum in the CSC website:

Date: January 8, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Accountant IV	NMB-A4-15-2016	22	71,511.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080 (Accountant)	<p><b>Core Competencies</b></p> <p>C1 – Delivering Professional and Excellent Service (Advanced) C2 – Exemplifying Integrity (Advanced) C3 – Personal Effectiveness (Advanced) C4 – Solving Problems and Making Decisions (Advanced)</p> <p><b>Leadership Competencies</b></p> <p>L1 – Building Collaborative, Inclusive Working Relationships (Intermediate) L2 – Creating and Nurturing a High-Performing Organization (Intermediate) L3 – Leading Change (Intermediate) L4 – Managing Performance and Coaching for Results (Intermediate) L5 – Thinking Strategically and Creatively (Intermediate)</p> <p><b>Functional Competencies</b></p> <p>F1 – Budget Administration and Control (3.4) F8 – Communicating Effectively (Advanced) F13 – Financial Management (Advanced) F26 – Policy Management (Advanced) F32 – Risk Management (Advanced) F34 – Technical Writing (Advanced)</p>	Financial Services Division

2	Administrative Officer IV	NMB-ADOF4-13-2016	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	<p><b>Core Competencies</b></p> <p>C1 – Delivering Professional and Excellent Service (Intermediate)  C2 – Exemplifying Integrity (Intermediate)  C3 – Personal Effectiveness (Intermediate)  C4 – Solving Problems and Making Decisions (Intermediate)</p> <p><b>Functional Competencies</b></p> <p>F5 - Collaboration and Networking (Intermediate)  F8 - Communicating Effectively (Intermediate)  F9 - Digital Literacy (Intermediate)  F11 - Exhibition Development (Intermediate)  F12 - Exhibition Production (Intermediate)  F14 - General Administration and Support Services Management (Intermediate)  F16 - Information, Education and Communications (IEC) Materials Development and Management (Intermediate)</p>	Exhibition, Editorial and Media Production Services Division
3	Museum Technician II	NMB-MUST2-55-2016	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Museum Technician (MC 10, s. 2013 - Cat II)	<p><b>Core Competencies</b></p> <p>C1 – Delivering Professional and Excellent Service (Basic)  C2 – Exemplifying Integrity (Basic)  C3 – Personal Effectiveness (Basic)  C4 – Solving Problems and Making Decisions (Basic)</p> <p><b>Functional Competencies</b></p> <p>F6 – Collection Conservation Theory and Practice (Basic)  F7 – Collections Management (Basic)  F8 – Communicating Effectively (Basic)  F9 – Digital Literacy (Basic)  F12 - Exhibition Production (Basic)  F21 – Laboratory Management (Basic)  F31 - Research Design and Implementation (Basic)</p>	Maritime and Underwater Cultural Heritage Division

4	Museum Technician II	NMB-MUST2-56-2016	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Museum Technician (MC 10, s. 2013 - Cat II)	<p><b>Core Competencies</b></p> <p>C1 – Delivering Professional and Excellent Service (Basic)  C2 – Exemplifying Integrity (Basic)  C3 – Personal Effectiveness (Basic)  C4 – Solving Problems and Making Decisions (Basic)</p> <p><b>Functional Competencies</b></p> <p>F6 – Collection Conservation Theory and Practice (Basic)  F7 – Collections Management (Basic)  F8 – Communicating Effectively (Basic)  F9 – Digital Literacy (Basic)  F12 – Exhibition Production (Basic)  F21 – Laboratory Management (Basic)  F31 – Research Design and Implementation (Basic)</p>	Maritime and Underwater Cultural Heritage Division
5	Museum Technician II	NMB-MUST2-72-2016	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Museum Technician (MC 10, s. 2013 - Cat II)	<p><b>Core Competencies</b></p> <p>C1 – Delivering Professional and Excellent Service (Basic)  C2 – Exemplifying Integrity (Basic)  C3 – Personal Effectiveness (Basic)  C4 – Solving Problems and Making Decisions (Basic)</p> <p><b>Functional Competencies</b></p> <p>F6 – Collection Conservation Theory and Practice (Basic)  F7 – Collections Management (Basic)  F8 – Communicating Effectively (Basic)  F9 – Digital Literacy (Basic)  F12 – Exhibition Production (Basic)  F21 – Laboratory Management (Basic)  F31 – Research Design and Implementation (Basic)</p>	Ethnology Division

6	Museum Technician II	NMB-MUST2-88-2016	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Museum Technician (MC 10, s. 2013 - Cat II)	<b>Core Competencies</b> C1 – Delivering Professional and Excellent Service (Basic) C2 – Exemplifying Integrity (Basic) C3 – Personal Effectiveness (Basic) C4 – Solving Problems and Making Decisions (Basic)  <b>Functional Competencies</b> F6 – Collection Conservation Theory and Practice (Basic) F7 – Collections Management (Basic) F8 – Communicating Effectively (Basic) F9 – Digital Literacy (Basic) F21 – Laboratory Management (Basic)	Office of the Director, Central-Southern Luzon and MIMAROPA National Museums - Bicol Regional Museum and Satellite Office (Daraga, Albay)
7	Administrative Aide IV (Driver II)	NMB-ADA4-12-2016	4	15,586.00	Elementary school graduate	None Required	None Required	Professional Driver's License (MC 10 s.2013 - Cat IV)	<b>Core Competencies</b> C1 – Delivering Professional and Excellent Service (Basic) C2 – Exemplifying Integrity (Basic) C3 – Personal Effectiveness (Basic) C4 – Solving Problems and Making Decisions (Basic)	General Administrative Services Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send them to the address below no later than **January 19, 2024, until 5:00 PM only**.

1. Duly notarized and properly accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet (WES)** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (**PDS, WES & Notarization shall be dated within the period of publication**);
2. Application letter addressed to the Deputy Director-General for Administration, indicating the position applied for, item number, and name of the division;
3. **At least Very Satisfactory (VS)** Performance rating in the **last two (2) rating period** (if applicable);
4. Photocopy of **Certificate of Eligibility/rating/license**;
5. Photocopy of **Transcript of Records**;
6. Photocopy of **previous and current employment certificates with duties and responsibilities (if applicable)**; and
7. Photocopy of **training/seminar certificates**.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ATTY. MA. ROSENNE M. FLORES-AVILA**

Deputy Director-General for Administration

National Museum of the Philippines P. Burgos Ave.,  
Manila

[hrmpsbsecretariat@nmp-hrmd.com](mailto:hrmpsbsecretariat@nmp-hrmd.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**