



BULLETIN OF VACANT POSITIONS
In Compliance with RA 7041

CENTRAL OFFICE

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

CSC Qualification Standards

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

Duties and Responsibilities
<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>F13 - Financial Management (3.2) 1. Examines the accuracy and timely submission of reports relative to collections and deposits.</p> <p>F34 - Technical Writing (2.2) 2. Composes clear and coherent documents, reports, and proposals that convey the ideas/messages of the subject matter.</p> <p>Others: 3. Prepares financial reports for the use of the agency stakeholders in accordance with international and Philippine government standards. 4. Ensures that relevant information are encoded for timely submission of required reports.</p>

- 5. Composes communication and responses for the division.
- 6. 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.
- 7. Performs other duties and responsibilities as may be assigned by the supervisor.

Office Assignment	Office of the Director-General
Position Title	Internal Auditor I
No. of Vacant Position	One (1)
Item No/s.	NMB-IAUD1-6-2021
Salary Grade	11 (27,000.00) SSL 2023
Place of Assignment	Manila

CSC Qualification Standards

Education	Bachelor’s Degree relevant to the job
Training	None Required
Experience	None Required
Eligibility	Career Service (Professional)/ Second Level Eligibility

Duties and Responsibilities
<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>F8 - Communicating Effectively (Basic) 1. Demonstrates understanding of the basic principles of communication to convey clear and simple information or ideas effectively.</p> <p>F19 - Internal Audit (Intermediate) 2. Determines deficiencies and reviews their cause through the application of auditing methodology and techniques.</p> <p>F34 - Technical Writing (Basic) 3. Understands data, information, and concepts to be presented and the documents to be prepared.</p> <p>Others: 4. Conducts entry and exit conferences before and after the conduct of audit. Discusses Internal Audit Report with the Top Management and/or concerned offices. 5. Conducts audit to determine whether the agency complies with the laws, rules, and regulations.</p>

- 6. Prepares audit observations, recommendations, and draft Internal Audit Report to document audit findings and recommendations for the information of the Top Management and/or auditees.
- 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	Office of the Director, Northern Luzon National Museums
Position Title	Administrative Assistant I
No. of Vacant Position	One (1)
Item No/s.	NMB-ADAS1-11-2021
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) 1. Demonstrates understanding of the basic principles of communication to convey clear and simple information or ideas effectively.</p> <p>F9 - Digital Literacy (Basic) 2. Applies fundamental practices in the responsible consumption, creation, and sharing of ideas and information in a digital environment.</p> <p>F29 - Records and Documents Management (Basic) 3. Understands and applies basic concepts of records management for easy accessibility of records.</p>

Others:

- 4. Provides administrative support to ensure efficient operation of the office.
- 5. Carries out administrative duties such as filing, copying, scanning, etc.
- 6. Routes/processes the outgoing documents and record it in the outgoing logbook.
- 7. Receives incoming documents and record it in the outgoing logbook.
- 8. Assists in coordinating with internal/external clients.
- 9. Assists in monitoring and updating the inventory of supplies and materials.
- 10. Answers telephone calls.
- 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**:

<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> <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>

Scanned copy/ies of **diploma** and **transcript of records**

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

Applicants must meet the qualification standards and submit from **March 7, 2024 to March 18, 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

(Original signed)

ATTY. MA ROSENNE M. FLORES-AVILA

Chairperson, HRMPSB