



NATIONAL MUSEUM
Office of the President

BULLETIN OF VACANT POSITIONS
In Compliance with R.A. 7041

ADMINISTRATIVE ASSISTANT II : (Office of the Director); Place of Assignment: Manila; SG-8; Salary/Month P16,282.00; Item No.: NMB-ADAS2-5, 6& 13-2016; EDUCATION: Completion of two years studies in college; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Career Service Sub-Professional/First Level Eligibility.

Reminders for Applicants:

Applicants must meet the minimum requirements of the vacant position(s) and must submit the following:

1. Application letter addressed to Director Barns indicating the position applied for, item number, and name of the division/office where the vacancy is

JEREMY BARNES, CESO III
Director IV
P. Burgos St., Manila

2. Properly accomplished Personal Data Sheet (PDS) with attached Work Experience Sheet and recent passport size picture
3. Curriculum Vitae
4. Authenticated Copy of Certificate of Eligibility (CSC and/or RA 1080)
5. Certified true copy of the following:
 - a. Certificate of Relevant Training/s and/or Seminar/s attended (if applicable);
 - b. Certificate of Employment with actual duties and responsibilities (if applicable);
 - c. Performance rating for the last two (2) semesters (for government and private employees);
 - d. Transcript of Records (TOR); and
 - e. Diploma.

Interested applicants may apply and submit their application at the Human Resource Management Division located at the Ground Floor of the National Museum of Fine Arts Building, P. Burgos St., Manila

or via mail and/or courier to:

Jeremy Barns, CESO III
Director IV
c/o Human Resource Management Division
National Museum
Ground Floor, National Museum of Fine Arts Building
P. Burgos St., Manila

Applications will be accepted until **June 15, 2018**.

NOTE: Applicants must submit one (1) set of documents for every position being applied for. Applicants with incomplete requirements will not be processed. Only shortlisted applicants shall be notified for interview.

HUMAN RESOURCE MANAGEMENT DIVISION

Padre Burgos Street, Manila
Telefax # (02) 527-6621