



NATIONAL MUSEUM
Office of the President

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

OFFICE OF THE DIRECTOR

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 employees);
 - d. Transcript of Records (TOR); and
 - e. Diploma.

Applications will be accepted until **September 15, 2017**.

Interested applicants may send their application to the Human Resource Management Division through mail, courier, or e-mail at **nationalmuseumrecruitment@gmail.com**. Please indicate the position and item number in the subject of your email (Example: Subject: Application for Administrative Assistant II /NMB-ADAS2-21-2016).

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.

BOARD SECRETARY III : (Office of the Director); Place of Assignment: Manila; SG-20; Salary/Month P43,250.00; Item No.: NMB-BS3-4-2016; EDUCATION: Bachelor's degree; EXPERIENCE: 2 years of relevant experience; TRAINING: 8 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

INFORMATION TECHNOLOGY OFFICER I : (Office of the Director); Place of Assignment: Manila; SG-19; Salary/Month P39,151.00; Item No.: NMB-ITO1-9- 2016; EDUCATION: Bachelor's degree relevant to the job; EXPERIENCE: 2 years of relevant experience; TRAINING: 8 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

ATTORNEY II : (Office of the Director); Place of Assignment: Manila; SG-18; Salary/Month P35,693.00; Item No.: NMB-ATY2-5-2016; EDUCATION: Bachelor of Laws; EXPERIENCE: None required; TRAINING: None required; ELIGIBILITY: R.A. 1080 (BAR).

SECURITY OFFICER III : (Office of the Director); Place of Assignment: Manila; SG-18; Salary/Month P35,693.00; Item No.: NMB-SECO3-7-2016; EDUCATION: Bachelor's degree relevant to the job; EXPERIENCE: 2 years of relevant experience; TRAINING: 8 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

BOARD SECRETARY II : (Office of the Director); Place of Assignment: Manila; SG-17; Salary/Month P32,747.00; Item No.: NMB-BS2-5-2016; EDUCATION: Bachelor's degree; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

COMPUTER PROGRAMMER II: (Office of the Director); Place of Assignment: Manila; SG-15; Salary/Month P27,565.00; Item No.: NMB-COMPRO2-4-2007; EDUCATION: Bachelor's degree relevant to the job; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Career Service (Professional) Second Level Eligibility.

PLANNING OFFICER II : (Office of the Director); Place of Assignment: Manila; SG-15; Salary/Month P27,565.00; Item No.: NMB-PLO2-6& 7-2016; EDUCATION: Bachelor's degree relevant to the job; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

SECURITY OFFICER II : (Office of the Director); Place of Assignment: Manila; SG-15; Salary/Month P27,565.00; Item No.: NMB-SECO2-13&14-2016; EDUCATION: Bachelor's degree relevant to the job; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

LEGAL ASSISTANT III : (Office of the Director); Place of Assignment: Manila; SG-14; Salary/Month P25,290.00; Item No.: NMB-LEA3-6&7-2016; EDUCATION: BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses; EXPERIENCE: 1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research; TRAINING: 8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

COMPUTER MAINTENANCE TECHNOLOGIST I : (Office of the Director); Place of Assignment: Manila; SG-11; Salary/Month P19,620.00; Item No.: NMBCTMT1- 10-2016; EDUCATION: Bachelor's degree relevant to the job; EXPERIENCE: None required; TRAINING: None required; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

PLANNING ASSISTANT II : (Office of the Director); Place of Assignment: Manila; SG-8; Salary/Month P15,818.00; Item No.: NMB-PLA-8-2016; 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.

HUMAN RESOURCE MANAGEMENT DIVISION

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