



**NATIONAL MUSEUM**  
Office of the President

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

**EXHIBITION, EDITORIAL AND MEDIA PRODUCTION SERVICES DIVISION**

**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](mailto: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.***

**CHIEF ADMINISTRATIVE OFFICER :** (Exhibition, Editorial and Media Production Services Division); Place of Assignment: Manila; SG-24; Salary/Month P64,416.00; Item No.: NMB-CADOF-18-2016; EDUCATION: Master's degree or Certificate in Leadership and Management from the Civil Service Commission; EXPERIENCE: 4 years of supervisory/management experience; TRAINING: 40 hours of supervisory /management learning and development intervention undertaken within the last 5 years; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

**SUPERVISING ADMINISTRATIVE OFFICER :** (Exhibition, Editorial and Media Production Services Division); Place of Assignment: Manila; SG-22; Salary/Month P52,783.00; Item No.: NMB-SADOF-19-2016; EDUCATION: Bachelor's degree; EXPERIENCE: 3 years of relevant experience; TRAINING: 16 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

**ADMINISTRATIVE OFFICER V :** (Exhibition, Editorial and Media Production Services Division); Place of Assignment: Manila; SG-18; Salary/Month P35,693.00; Item No.: NMB-ADOF5-10 & 11-2016; EDUCATION: Bachelor's degree; EXPERIENCE: 2 years of relevant experience; TRAINING: 8 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

**MEDIA PRODUCTION SPECIALIST III :** (Exhibition, Editorial and Media Production Services Division); Place of Assignment: Manila; SG-18; Salary/Month P35,693.00; Item No.: NMB-MPXS3-23-2016; 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.

**ADMINISTRATIVE OFFICER IV :** (Exhibition, Editorial and Media Production Services Division); Place of Assignment: Manila; SG-15; Salary/Month P27,565.00; Item No.: NMB-ADOF4-13 & 14-2016; EDUCATION: Bachelor's degree; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

**MEDIA PRODUCTION SPECIALIST II :** (Exhibition, Editorial and Media Production Services Division); Place of Assignment: Manila; SG-15; Salary/Month P27,565.00; Item No.: NMB-MPXS2-24-2016; 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.

**MEDIA PRODUCTION SPECIALIST I :** (Exhibition, Editorial and Media Production Services Division); Place of Assignment: Manila; SG-11; Salary/Month P19,620.00; Item No.: NMB-MPXS1-25-2016; EDUCATION: Bachelor's degree relevant to the job; EXPERIENCE: None required; TRAINING: None required; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

**ADMINISTRATIVE ASSISTANT II :** (Exhibition, Editorial and Media Production Services Division); Place of Assignment: Manila; SG-8; Salary/Month P15,818.00; Item No.: NMB-ADAS2-21 & 22-2016; 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.

**MEDIA PRODUCTION ASSISTANT II :** (Exhibition, Editorial and Media Production Services Division); Place of Assignment: Manila; SG-8; Salary/Month P15,818.00; Item No.: NMB-MPXAS-26-2016; 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**

Padre Burgos Street, Manila

Telefax # (02) 527-6621