



NATIONAL MUSEUM
Office of the President

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

FACILITIES MANAGEMENT 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 BARNS, 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.

ADMINISTRATIVE OFFICER II : (Facilities Management Division); Place of Assignment: Manila; SG-11; Salary/Month P19,620.00; Item No.: NMB-ADOF2-18- 2016; EDUCATION: Bachelor's degree; EXPERIENCE: None required; TRAINING: None required; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

ADMINISTRATIVE ASSISTANT IV (CARPENTER GENERAL FOREMAN) : (Facilities Management Division); Place of Assignment: Manila; SG-10; Salary/Month P18,217.00; Item No.: NMB-ADAS4-21-2016; EDUCATION: High School Graduate or Completion of Relevant Vocational Studies; EXPERIENCE: 2 year of relevant experience; TRAINING: 8 hours of relevant training; ELIGIBILITY: MC No. 10 s. 2013 – Cat. II.

ADMINISTRATIVE ASSISTANT IV (PAINTER GENERAL FOREMAN) : (Facilities Management Division); Place of Assignment: Manila; SG-10; Salary/Month P18,217.00; Item No.: NMB-ADAS4-22-2016; EDUCATION: High School Graduate or Completion of Relevant Vocational Studies; EXPERIENCE: 2 year of relevant experience; TRAINING: 8 hours of relevant training; ELIGIBILITY: MC No. 10 s. 2013 – Cat. II.

ADMINISTRATIVE OFFICER I : (Facilities Management Division); Place of Assignment: Manila; SG-10; Salary/Month P18,217.00; Item No.: NMB-ADOF1-26- 2016; EDUCATION: Bachelor's degree; EXPERIENCE: None required; TRAINING: None required; ELIGIBILITY: Career Service Professional/Second Level Eligibility.

ADMINISTRATIVE ASSISTANT III : (Facilities Management Division); Place of Assignment: Manila; SG-9; Salary/Month P16,986.00; Item No.: NMB-ADAS3-6- 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.

ADMINISTRATIVE ASSISTANT III (MECHANIC III) : (Facilities Management Division); Place of Assignment: Manila; SG-9; Salary/Month P16,986.00; Item No.: NMB-ADAS3-7-2016; EDUCATION: High School Graduate or Completion of Relevant Vocational Studies; EXPERIENCE: 1 year of relevant experience; TRAINING: 4 hours of relevant training; ELIGIBILITY: MC No. 10 s. 2013 – Cat. II.

ADMINISTRATIVE AIDE V (MASON II) : (Facilities Management Division); Place of Assignment: Manila; SG-5; Salary/Month P12,975.00; Item No.: NMBADA5- 21 & 22-2016; EDUCATION: Elementary School Graduate; EXPERIENCE: None required; TRAINING: None required; ELIGIBILITY: Mason Eligibility (MC No. 10 s. 2013 – Cat. II).

ADMINISTRATIVE AIDE V (PAINTER II) : (Facilities Management Division); Place of Assignment: Manila; SG-5; Salary/Month P12,975.00; Item No.: NMBADA5- 23-2016; EDUCATION: Elementary School Graduate; EXPERIENCE: None required; TRAINING: None required; ELIGIBILITY: Painter Eligibility (MC No. 10 s. 2013 – Cat. II).

HUMAN RESOURCE MANAGEMENT DIVISION

Padre Burgos Street, Manila

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