



NATIONAL MUSEUM
Office of the President

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

ADMINISTRATIVE OFFICER V : (Human Resource Management Division); Place of Assignment: Manila; SG-18; Salary/Month P 38,085.00; Item No.: NMB-ADOF5-14-2007; EDUCATION: Bachelor's degree; EXPERIENCE: 2 years of relevant experience; TRAINING: 8 hours of relevant training; ELIGIBILITY: Career Service Professional/Second 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 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 **March 30, 2018**.

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.

HUMAN RESOURCE MANAGEMENT DIVISION
Padre Burgos Street, Manila
Telefax # (02) 527-6621