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**Office of the President**

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

**CHIEF ADMINISTRATIVE OFFICER :** (Regional Administration and Operations Division); Place of Assignment: Manila; SG-24; Salary/Month ₱64,416.00; Item No.: NMB-CADOF-22-2016; 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.

**ADMINISTRATIVE OFFICER III :** (Regional Administration and Operations Division); Place of Assignment: Manila; SG-14; Salary/Month ₱25,290.00; Item No.: NMB-ADOF3-38 & 43-2016; 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.

**HUMAN RESOURCE MANAGEMENT DIVISION**  
**Padre Burgos St., Manila**  
**Telefax # 527-66-21**