



BULLETIN OF VACANT POSITIONS

Contract of Service (COS) positions:

Position Title	:	HRM Officer
No. of Positions	:	Two (2)
Status	:	Contract of Service
Salary Grade	:	SG 10
Monthly Salary	:	Php 23,176 (SSL 2023)
Duration	:	January 1, 2023, to December 31, 2023 (12 months)
Office Assignment	:	Human Resource Management Division
Reporting to	:	Chief Administrative Officer and Supervising Administrative Officer
Subordinate(s)	:	None

NMP-Preferred Qualification

Education	:	Bachelor’s Degree relevant to the job
Work Experience	:	One (1) year relevant experience
Training	:	Four (4) hours relevant training
Eligibility	:	CS Professional / 2nd level eligibility (preferred but not required)

Duties and Functions

1. Assists the HRMPSB Secretariat in the assessment of recruitment, selection and placement;
2. Assists in the preparation of summary evaluation in the assessment of the recruitment, selection and placement;
3. Assists in the preparation of the Appointment Transmittal and Action Form (ATAF);
4. Assists in the preparation of Eligibility Verification;
5. Assists in the preparation of Accession and Separation Reports;
6. Assists in the preparation of HRMPSB Board Resolution and HRMD Memoranda;
7. Assists in the preparation of appointment papers and other documentation for submission to the Civil Service Commission;
8. Drafts HRMD Memorandum relevant to the recruitment section;
9. Drafts endorsement of newly appointed COS/Permanent employees to payroll section;
10. Drafts preparation of Performance Targets Setting and Probationary Memorandum;
11. Assists in receiving pre-employment requirements of the newly hired employees;
12. Assists in the monitoring of Turn-Around-Time (TAT) of each of the recruitment, selection, and placement processes;
13. Does other work assigned by the supervisor.

Position Title	:	HRM Assistant III
No. of Positions	:	Six (6)
Status	:	Contract of Service
Salary Grade	:	SG 9
Monthly Salary	:	Php 21,129 (SSL 2023)
Duration	:	January 1, 2023, to December 31, 2023 (12 months)
Office Assignment	:	Human Resource Management Division
Reporting to	:	Chief Administrative Officer and Supervising Administrative Officer
Subordinate(s)	:	None

NMP-Preferred Qualification

Education	:	Bachelor’s Degree relevant to the job
Work Experience	:	1-year relevant experience (preferred but not required)
Training	:	4-hours relevant training (preferred but not required)
Eligibility	:	CS Sub-Professional / 1 st level eligibility (preferred but not required)

Duties and Functions

1. Assists the HRMPSB Secretariat in the assessment of recruitment, selection, and placement;
2. Assists in the administration of written examination and HRMPSB interview;
3. Drafts assessment table for each vacant position;
4. Drafts minutes of the meeting of the HRMPSB recruitment meetings;
5. Keep tabs on received communications through recruitment email from time to time;
6. Schedules and coordinates with the HRMPSB Members;
7. Checks completion of submission of the application documents of the applicants;
8. Collates and consolidates rating sheets of the HRMPSB Members;
9. Collates and consolidates submission of documents of applicants;
10. Arranges, files, and sorts hard copies and soft copies applications;
11. Does other work assigned by the supervisor.

Position Title	:	HRM Assistant I
No. of Positions	:	Two (2)
Status	:	Contract of Service
Salary Grade	:	SG 7
Monthly Salary	:	Php 18,620 (SSL 2023)
Duration	:	January 1, 2023, to December 31, 2023 (12 months)
Office Assignment	:	Human Resource Management Division
Reporting to	:	Chief Administrative Officer and Supervising Administrative Officer
Subordinate(s)	:	None

NMP-Preferred Qualification

Education	:	High School Graduate or Completion of relevant / vocational / trade course
Work Experience	:	None
Training	:	None
Eligibility	:	None

Duties and Functions

1. Assists the HRMPSB Secretariat in the assessment of recruitment, selection, and placement;
2. Receives and records incoming and outgoing documents;
3. Encode received incoming and outgoing documents in excel/sheets;
4. Keeps and files soft and hard copies of documents;
5. Digitized PSB documents;
6. Sorting of uploaded documents in the recruitment Google Drive;
7. Routes documents;

8. Receives phone calls; and
9. Does other work assigned by the supervisor.

Interested applicants must submit the following via online to recruitment@nationalmuseum.gov.ph, with the subject line **Position – Surname, First Name, Middle Initial**:

<p>Application letter addressed to the Deputy Director-General for Administration, indicating the position applied for, item number, and name of the division.</p> <p>ATTY. MA. ROSENNE M. FLORES-AVILA Deputy Director-General for Administration National Museum of the Philippines</p>
<p>1 copy of Duly notarized and properly accomplished CS Form No. 212, Revised 2017 or Personal Data Sheet (PDS) with most recent photo and Work Experience Sheet (WES)</p> <p><i>PDS, WES and Notarization shall bear the same date within the period of publication only.</i></p> <p>Blank copies of the Personal Data Sheet and Work Experience Sheet may be downloaded from bit.ly/NMPRecruitment2021_Forms.</p> <p>Please combine the PDF copies of your Personal Data Sheet (PDS) and Work Experience Sheet (WES) into a single file.</p>
<p>Scanned copy/ies of Certificate of Eligibility/board rating/valid license</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy/ies of previous and current employment certificates with duties and responsibilities, if applicable</p> <p>For multiple documents, please combine the PDF copies of these into a single file</p>
<p>Scanned copy/ies of relevant training/seminar certificates</p> <p>Training/seminars acquired during college or those with unavailable certificates shall not be considered.</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>
<p>Scanned copy/ies of diploma and transcript of records</p> <p>For multiple documents, please combine the PDF copies of these into a single file.</p>

Applicants must meet the qualifications and submit on **December 28, 2022 – January 4, 2023**. Incomplete submission of documents will not be entertained and only shortlisted applicants will be notified.

The National Museum of the Philippines highly encourages all interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identities, to apply.

Important Reminders

- Other documents must be available upon request:
 - NBI clearance
 - Valid Government ID
 - Birth Certificate
- If applying for multiple positions, submit a separate set for each.

3. Late and incomplete submissions will not be accepted.
4. Only shortlisted applicants shall be notified.