



Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF PINAMALAYAN

**OFFICE OF THE MUNICIPAL MAYOR**  
**HUMAN RESOURCE MANAGEMENT OFFICE**



Municipal Government Complex, Madrid Boulevard, Zone III, Pinamalayan, Oriental Mindoro 5208  
Email: [hrmo@pinamalayan.gov.ph](mailto:hrmo@pinamalayan.gov.ph) ~ Telephone: (043) 284-4409

29 April 2021

**ROSENIO A. TORIANO, EnP**  
MGDH - Municipal Planning and Development Coordinator  
This Municipality

Dear Sir:

With this letter, the undersigned would like to respectfully request for uploading in our agency website the herein attached CS Form No. 9 reflecting two (10) vacant positions in this municipal government on the period stated on the table below. You may find a copy of the document in PDF in your official email address [mpdo@pinamalayan.gov.ph](mailto:mpdo@pinamalayan.gov.ph).

POSITION	ITEM NUMBER	OFFICE	REQUESTED PERIOD OF POSTING
Administrative Aide II (Messenger)	15	MO	April 28 to May 13, 2021
Administrative Aide III (Driver I)	54	MDRRMO	April 28 to May 13, 2021
Veterinarian I	198	MAGO	April 28 to May 13, 2021
Heavy Equipment Operator II	217	MEO	April 28 to May 13, 2021
Heavy Equipment Operator II	218	MEO	April 28 to May 13, 2021
Administrative Aide IV	73	OVM	April 28 to May 13, 2021
Agricultural Technologist	203	MAGO	April 28 to May 13, 2021
Administrative Officer IV	54	MENRO	April 28 to May 13, 2021
Environmental Management Specialist I	55	MENRO	April 28 to May 13, 2021
Administrative Aide IV	56	MENRO	April 28 to May 13, 2021

Thank you very much.

Respectfully yours,

**NEMIA B. MONSANTO**

Human Resource Management Officer III

Republic of the Philippines  
**MGO PINAMALAYAN, ORIENTAL MINDORO**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO PINAMALAYAN, ORIENTAL MINDORO in the CSC website:

NEMIA B. MONSANTO

HRMO

Date: 28-Apr-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide II (Messenger)	15	2	11,511.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Core and organizational competencies	Office of the Municipal Mayor
2	Administrative Aide III (Driver I)	54	3	12,215.00	Elementary school graduate	None required	None required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)	Core and organizational competencies	Municipal Disaster Risk and Management Office
3	Veterinarian I	198	13	25,448.00	Doctor of Veterinary Medicine	None required	None required	RA 1080	Core and organizational competencies	Municipal Agriculture Office
4	Heavy Equipment Operator II	217	6	14,580.00	High school graduate or completion of relevant vocational trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 1996 - Cat. II)	Core and organizational competencies	Municipal Engineering Office
5	Heavy Equipment Operator II	218	6	14,580.00	High school graduate or completion of relevant vocational trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 1996 - Cat. II)	Core and organizational competencies	Municipal Engineering Office

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Administrative Aide IV	73	4	12,960.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Office of the Municipal Vice Mayor
7	Agricultural Technologist	203	10	19,085.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	Core and organizational competencies	Municipal Agriculture Office
8	Administrative Officer IV	54	15	30,218.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Core, organizational and leadership competencies	Municipal Environment and Natural Resources Management Division
9	Environmental Management Specialist I	55	11	21,489.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Environment and Natural Resources Management Division
10	Administrative Aide IV	56	4	12,960.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Environment and Natural Resources Management Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 13, 2021.

1. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with attached Work Experience Sheet;
2. Performance rating **in the last 2 rating periods** (if applying for promotion);
3. Certificate of eligibility/rating/license authenticated by issuing agency;
4. Photocopy of Transcript of Records;
5. Photocopy of birth certificate;
6. Photocopy of marriage certificate (if married woman);
7. Photocopy of certificates of trainings (if any);
8. Photocopy of certificates of employment (if any); and
9. Application letter specifying the desired position.

**The Municipal Government of Pinamalayan upholds equality in the recruitment, selection and placement (RSP) processes, and strictly prohibits discrimination, prejudice and impartiality regarding sex, age, ethnicity, civil status, physical condition, religious affiliation and political connection of applicants in the conduct of RSP processes.**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**