



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

20 January 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 **starting today until February 04, 2021** the herein attached CS Form No. 9 reflecting three (3) vacant positions in this municipal government. You may find a copy of the document in PDF in your official email address [mpdo@pinamalayan.gov.ph](mailto:mpdo@pinamalayan.gov.ph).

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:

20-Jan-21

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Environmental Management Specialist I	6	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	Office of the Municipal Mayor
2	Administrative Aide II (Construction and Maintenance Man)	221	2	11,511.00	Elementary School graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	core and organizational competencies	Municipal Engineering Office
3	Administrative Assistant II (Construction and Maintenance Foreman)	213	8	16,426.00	Elementary School graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 1996 - Cat. III)	core and organizational competencies	Municipal Engineering Office

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 **February 04, 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.

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