

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: 29-Jul-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	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
2	Administrative Officer IV (Internal Auditor II)	6	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	Office of the Municipal Mayor
3	Veterinarian I	199	13	25,448.00	Doctor of Veterinary Medicine	None required	None required	RA 1080	Core and organizational competencies	Municipal Agriculture Office
4	Bookbinder III	71	7	15,461.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 - Category III)	Core and organizational competencies	Office of the Vice Mayor

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 August 13, 2021.

\*\*\*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.

\*\*\*Requirements:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last 2 rating periods** (if applicable);
3. Authenticated certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificates of Trainings and Seminars attended relevant to the position applied for; and
6. Certificates of Employment for work experiences that are relevant to the position applied for.

\*\*\*Submit physical copy of these requirements at the HRMO on or before the deadline.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NEMIA B. MONSANTO

Administrative Officer V/HRMO III

Zone III, Pinamalayan, Oriental Mindoro

[hrmo@pinamalayan.gov.ph](mailto:hrmo@pinamalayan.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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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) 7389-454

# JOB VACANCY

APPLICATION PERIOD: **JULY 29-AUGUST 13, 2021**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER IV  
ASSIGNED OFFICE : MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES  
MANAGEMENT DIVISION  
ITEM NUMBER : 54  
SALARY GRADE : SG-15  
MONTHLY SALARY : 30,218.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree relevant to the job  
TRAINING : 4 hours of relevant training  
EXPERIENCE : 1 year of relevant experience  
ELIGIBILITY : Career Service (Professional) Second Level Eligibility  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
25%	Enforcement of Environmental Laws/Ordinances	Superior
20%	Environment and Waste Management and Disposal	Superior
20%	Planning, budgeting and defense of office plans and budget	Superior
10%	Supervision, monitoring and review of plan implementation	Superior
3%	Linkaging and coordination	Superior
4%	Consultation services and technical assistance	Superior
4%	Resource Person Facilitation Service: Attend seminars and workshops in barangays and schools as the facilitator of the activity.	Superior
6%	Capacity development: Attend trainings and seminars with approved travel order of the Municipal Mayor.	Superior
4%	Administrative services: review, approve and/or submit official documents of the office.	Superior
2%	Evaluation of Performance of office personnel	Superior
2%	Performance of other support services	Superior
Total: 100%		

### LIST OF COMPLETE REQUIREMENTS:

1. Application letter indicating the position title, item number and office where the position exists;
2. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and with **Work Experience Sheet**, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Authenticated certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificates of Trainings and Seminars attended relevant to the position applied for;
6. Certificates of Employment for work experiences that are relevant to the position applied for;
7. Performance rating in the last 2 rating periods (for government employees);
8. Service Record (for government employees from other agencies);
9. PSA-issued Birth Certificate;
10. PSA-issued Marriage Certificate (for married female applicants);

Submit **physical copy** of these requirements to the Human Resource Management Office on or before the end of the application period indicated above. For more information, contact the HRMO at (043) 7389-454 or email them at [hrmo@pinamalayan.gov.ph](mailto:hrmo@pinamalayan.gov.ph).

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# JOB VACANCY

APPLICATION PERIOD: **JULY 29-AUGUST 13, 2021**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER IV (INTERNAL AUDITOR II)  
ASSIGNED OFFICE : OFFICE OF THE MUNICIPAL MAYOR  
ITEM NUMBER : 6  
SALARY GRADE : SG-15  
MONTHLY SALARY : 30,218.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree relevant to the job  
TRAINING : 4 hours of relevant training  
EXPERIENCE : 1 year of relevant experience  
ELIGIBILITY : Career Service (Professional) Second Level Eligibility  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
45%	Take charge in monitoring and compliance	Intermediate
20%	Examine and verify legality, propriety and accuracy of computations	Intermediate
15%	Reconcile all remittances with source documents	Intermediate
15%	Prepare reports	Advanced
5%	Perform other tasks as maybe assigned by the LCE	Advanced
Total: 100%		

### LIST OF COMPLETE REQUIREMENTS:

1. Application letter indicating the position title, item number and office where the position exists;
2. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and with **Work Experience Sheet**, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Authenticated certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
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# JOB VACANCY

APPLICATION PERIOD: **JULY 29-AUGUST 13, 2021**

### POSITION PROFILE:

POSITION TITLE : VETERINARIAN I  
ASSIGNED OFFICE : MUNICIPAL AGRICULTURE OFFICE  
ITEM NUMBER : 199  
SALARY GRADE : SG-13  
MONTHLY SALARY : 25,448.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Doctor of Veterinary Medicine  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : RA 1080  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
30%	Examine and check health status of animals; provide treatment and prescribe medication for animals diagnosed with health problems; and examine animal's cause of death and issue certification	Intermediate
15%	Oversee the monitoring, prevention and control of animal pests and diseases	Intermediate
10%	Formulate plans on animal livelihood development program to raise additional income for farmers and fisher folks	Intermediate
10%	Disseminate information through farm/home visits, demonstrations, trainings, classes, meetings and conferences to improve farm practices, maintenance/upgrading of livestock and poultry and enforcement of regulations and quarantine laws, and the like	Intermediate
10%	Conduct anti-rabies vaccination	Intermediate
5%	Conduct artificial insemination for livestock	Intermediate
5%	Promote/maintain clientele organizations for multiple effect in the transfer of packages of technology	Intermediate
5%	Implement local and national program and projects in the locality	Intermediate
5%	Submit monthly and period reports	Intermediate
5%	Perform other related tasks as may be assigned by the immediate supervisor	Intermediate
Total: 100%		

### LIST OF COMPLETE REQUIREMENTS:

1. Application letter indicating the position title, item number and office where the position exists;
2. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and with **Work Experience Sheet**, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Authenticated certificate of eligibility/rating/license;
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# JOB VACANCY

APPLICATION PERIOD: **JULY 29-AUGUST 13, 2021**

### POSITION PROFILE:

POSITION TITLE : **BOOKBINDER III**  
ASSIGNED OFFICE : **OFFICE OF THE VICE MAYOR**  
ITEM NUMBER : **71**  
SALARY GRADE : **SG-7**  
MONTHLY SALARY : **15,461.00**

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Elementary school graduate  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : None required (MC 11, s. 1996 - Category III)  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
35%	Take charge of binding, repair and maintenance of office records	Advanced
30%	Assist in the provision of administrative services such as: receiving incoming communication, recording and encoding and filing of documents	Advanced
25%	Assist in the procurement services of the office	Advanced
10%	Assist in the provision of frontline services to clients, and perform other errand services as may be assigned from time to time	Advanced
Total: 100%		

### LIST OF COMPLETE REQUIREMENTS:

1. Application letter indicating the position title, item number and office where the position exists;
2. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and with **Work Experience Sheet**, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Authenticated certificate of eligibility/rating/license;
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