



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

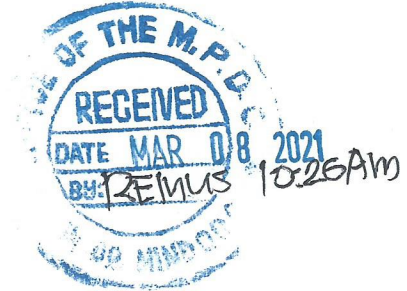
OFFICE OF THE MUNICIPAL MAYOR
HUMAN RESOURCE MANAGEMENT OFFICE



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

08 March 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 (2) 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.

POSITION	ITEM NUMBER	OFFICE	REQUESTED PERIOD OF POSTING
Municipal Government Department Head I (Municipal Social Welfare and Development Officer I)	186	MSWDO	March 04 to 19, 2021
Municipal Government Department Head I (Municipal Health Officer I)	160	MHO	March 05 to 22, 2021
Medical Officer III	161	MHO	March 05 to 22, 2021
Nurse II	178	MHO	March 05 to 22, 2021
Engineer III	210	MEO	March 05 to 22, 2021
Administrative Assistant II	79	MAdO	March 05 to 22, 2021
Administrative Aide III (Driver I)	53	MDRRMO	March 05 to 22, 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: 5-Mar-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	Municipal Government Department Head I (Municipal Health Officer I)	160	24	85,074.00	Doctor of Medicine	None required	3 years of experience as medical practitioner	RA 1080	Core, Organizational and Leadership Competencies	Municipal Health Office
2	Medical Officer III	161	21	59,353.00	Doctor of Medicine	None required	None required	RA 1080	Core and Organizational Competencies	Municipal Health Office
3	Nurse II	178	17	38,464.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Core and Organizational Competencies	Municipal Health Office
4	Engineer III	210	19	42,112.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	Core and Organizational Competencies	Municipal Engineering Office
5	Administrative Assistant II (Administrative Assistant)	79	8	15,755.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional I) First Level Eligibility	Core and Organizational Competencies	Municipal Administrator's Office
6	Administrative Aide III (Driver I)	53	3	11,717.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s 96 - Cat. II)	Core and Organizational Competencies	Municipal Disaster Risk Reduction and Management 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 March 22, 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.

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: 4-Mar-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	Municipal Government Department Head I (Municipal Social Welfare and Development Officer I)	186	24	76,567.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None	3 years experience in the practice of social work	RA 1080 (Registered Social Worker)	Core, Organizational, and Leadership Competencies	Municipal Social Welfare and Development 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 March 19, 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.