



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) 7389-454

JOB VACANCY

APPLICATION PERIOD: **JUNE 03-18, 2021**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE IV
ASSIGNED OFFICE : MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES
MANAGEMENT DIVISION (MENRMD)
ITEM NUMBER : 56
SALARY GRADE : SG-4
MONTHLY SALARY : 12960

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Completion of two years studies in college
TRAINING : None required
EXPERIENCE : None required
ELIGIBILITY : Career Service (Subprofessional) First 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	Basic
20%	Environment and waste management and disposal	Basic
7%	Linkaging and coordination	Basic
8%	Consultation services and technical assistance	Basic
8%	Resource person facilitation services: attendance to seminars and workshops in barangays and schools, as facilitator of the activity	Basic
10%	Capacity Development: attendance to trainings and seminars with approved travel order from the Municipal Mayor	Basic
8%	Administrative Services: drafting/encoding/preparation of official documents of the office	Basic
8%	Assistance in the evaluation of performance of office personnel	Basic
6%	Performance of other support services	Basic
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;
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.



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JOB VACANCY

APPLICATION PERIOD: **JUNE 03-18, 2021**

POSITION PROFILE:

POSITION TITLE : RURAL HEALTH PHYSICIAN
ASSIGNED OFFICE : MUNICIPAL HEALTH OFFICE (MHO)
ITEM NUMBER : 178
SALARY GRADE : SG-24
MONTHLY SALARY : 86,742.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Doctor of Medicine
TRAINING : 8 hours of relevant training
EXPERIENCE : 2 years of relevant experience
ELIGIBILITY : RA 1080
COMPETENCIES : Core, organizational, and leadership competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
20%	Development of local health systems/programs/projects based on the priority need of the locality	advanced
20%	Preparation and submission of periodic reports on accomplishments	advanced
10%	Coordination with the local government and other government agencies	advanced
20%	Conduct of epidemiology investigation whenever necessary and performance of required procedures for Medico-Legal Cases	advanced
20%	Conduct of regular medical consultations, and referral of serious cases to the appropriate facility	advanced
5%	Attendance to all seminars and forums related to health	advanced
5%	Performance of other related functions as may be assigned.	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;
3. Authenticated certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
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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.

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: 3-Jun-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	Rural Health Physician	178	24	86,742.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Core, organizational, and leadership competencies	Municipal Health Office
2	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 June 18, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.