



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 18 – JULY 03, 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 : 33,575.00

### 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;
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.



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 18 – JULY 03, 2021**

### POSITION PROFILE:

POSITION TITLE : AUDIO-VISUAL AIDS TECHNICIAN I  
ASSIGNED OFFICE : OFFICE OF THE MUNICIPAL MAYOR  
ITEM NUMBER : 8  
SALARY GRADE : SG-6  
MONTHLY SALARY : 14,580.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : High school graduate or completion of relevant vocational/ trade course  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : None required (MC 11, s. 96 - Cat. III)  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
50%	Operate the camera, as well as the professional camera drone and other audio-visual equipment of the office; Prepare all audio-visual materials of the office using various equipment/software;	Basic
45%	Transport, assemble, maintain and repair equipment used in multimedia production;	Basic
5%	Perform other tasks as may be assigned by the LCE.	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](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).



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) 7389-454

# JOB VACANCY

APPLICATION PERIOD: **JUNE 18 – JULY 03, 2021**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE I (UTILITY WORKER I)  
ASSIGNED OFFICE : OFFICE OF THE MUNICIPAL MAYOR  
ITEM NUMBER : 15  
SALARY GRADE : SG-1  
MONTHLY SALARY : 10,831.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Must be able to read and write  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : None required (MC 11, s. 96 - Cat. III)  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
50%	Maintain the cleanliness of the office Comfort Room and Pantry	Basic
45%	Perform janitorial services of the office	Basic
5%	Perform other tasks as maybe assigned by the LCE	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](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).



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 18 – JULY 03, 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 : 33,575.00

### 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).



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) 7389-454

# JOB VACANCY

APPLICATION PERIOD: **JUNE 18 – JULY 03, 2021**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER II  
ASSIGNED OFFICE : MUNICIPAL TREASURY OFFICE  
ITEM NUMBER : 128  
SALARY GRADE : SG-11  
MONTHLY SALARY : 21,489.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : Career Service (Professional) Second Level Eligibility  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
50%	Assist the Municipal Treasurer in the preparation of financial and administrative reports.	Intermediate
15%	Initiate effective practices in administrative functions.	Intermediate
10%	Draft memos and communications for approval.	Intermediate
10%	Coordinate with other offices of relative functions.	Intermediate
5%	Maintain the safekeeping of office records.	Intermediate
5%	Attend seminars and other related training workshop.	Intermediate
5%	Perform other task/acts as maybe required.	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;
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).



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 18 – JULY 03, 2021**

## POSITION PROFILE:

POSITION TITLE : **VETERINARIAN I**  
ASSIGNED OFFICE : **MUNICIPAL AGRICULTURE OFFICE**  
ITEM NUMBER : **199**  
SALARY GRADE : **SG-13**  
MONTHLY SALARY : **25448**

## 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
10%	Formulate plans on animal livelihood development program to raise additional income for farmers and Fisherfolks	Intermediate
10%	Disseminate information thru farm/home visits, demonstrations, trainings, classes, meetings and conferences to improved farm practices, maintenance/upgrading of livestock and poultry and enforcement of regulations and quarantine laws, and the like	Intermediate
5%	Promote/maintain clientele organizations for multiplier effect in the transfer of packages of technology.	Intermediate
5%	Implement Local and national programs and projects in the locality	Intermediate
10%	Examine animals to diagnose their health problems	Intermediate
10%	Examine/Check animals health status and issue animal health certification	Intermediate
5%	Examine animals' cause of death and issue certification	Intermediate
5%	Provide animal treatment and prescribe medication	Intermediate
5%	Conduct Artificial insemination for livestock	Intermediate
10%	Conduct Anti-Rabies vaccination	Intermediate
15%	Monitoring, prevention and control of animals pest and diseases	Intermediate
5%	Submit monthly and periodic reports and performs other related functions	Intermediate
5%	Other related activities;	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;
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.



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 18 – JULY 03, 2021**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE II (MESSENGER)  
ASSIGNED OFFICE : MUNICIPAL PLANNING AND DEVELOPMENT OFFICE  
ITEM NUMBER : 95  
SALARY GRADE : SG-2  
MONTHLY SALARY : 11,511.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Elementary school graduate  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : None required (MC 11, s. 96 - Cat. III)  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
35%	Perform in-house administrative tasks such as receiving incoming documents and proper filing and safekeeping of records, etc.	Intermediate
30%	Render external process services, messengerial tasks and other errand services	Intermediate
20%	Perform housekeeping chores and utility tasks	Intermediate
10%	Assist on walk-in, telephone and online queries	Intermediate
5%	Perform other tasks that may be assigned from time to time	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;
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.



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 18 – JULY 03, 2021**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE IV (BUDGETING AIDE)  
ASSIGNED OFFICE : MUNICIPAL BUDGET OFFICE  
ITEM NUMBER : 110  
SALARY GRADE : SG-4  
MONTHLY SALARY : 12,960.00

### 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
60%	Assist in the budget preparation and execution, and preparation of reports of the Special Education Fund (SEF)	Advanced
10%	Assist the assigned personnel in the review of the Barangay and Sangguniang Kabataan Budgets	Advanced
10%	Assist in the Public Assistance and Complaints Desk	Basic
10%	Type memos, circulars and communications concerning SEF, Barangay and SK Budgets	Basic
5%	Assist in triplicating Certification on Appropriation, Funds and Obligation of Allotment (CAFOA)	Advanced
5%	Perform other task as maybe required by higher or competent authority.	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](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.



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 18 – JULY 03, 2021**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE VI (LICENSE INSPECTOR I)  
ASSIGNED OFFICE : PERMITS AND LICENSES DIVISION  
ITEM NUMBER : 34  
SALARY GRADE : SG-6  
MONTHLY SALARY : 14,580.00

### 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
50%	Assist clients in the processing and releasing of Mayor's Business Permit and Occupational Permit;	Advanced
20%	Issue notices on establishments which are operating without corresponding Mayor's Business Permit;	Intermediate
20%	Record and post data on its individual records, and ensure filing for safekeeping purposes on its individual records of business.	Intermediate
10%	Perform other tasks assigned by the immediate supervisor	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](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.



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) 7389-454

# JOB VACANCY

APPLICATION PERIOD: **JUNE 18 – JULY 03, 2021**

### POSITION PROFILE:

POSITION TITLE : NURSING ATTENDANT I  
ASSIGNED OFFICE : MUNICIPAL HEALTH OFFICE  
ITEM NUMBER : 185  
SALARY GRADE : SG-4  
MONTHLY SALARY : 14,400.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Elementary school graduate  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : None required (MC 11, s. 96 - Cat. III)  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
30%	Assist doctors and nurses in delivery of basic patients care services	Advanced
30%	Take vital signs and physical examination at the OPD	Advanced
10%	Release and dispense medicines	Advanced
20%	Perform other administrative and clerical works as needed	Advanced
10%	Perform 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](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).



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 18 – JULY 03, 2021**

### POSITION PROFILE:

POSITION TITLE : **ENGINEER I**  
ASSIGNED OFFICE : **MUNICIPAL ENGINEERING OFFICE**  
ITEM NUMBER : **212**  
SALARY GRADE : **SG-12**  
MONTHLY SALARY : **23,447.00**

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree in engineering relevant to the job  
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
40%	Manage and direct the construction, operations and maintenance activities of projects site	Advanced
30%	Inspect and monitor projects on site, ensure conformance to design specification and safety standards	Advanced
10%	Provide technical advice to appropriate personnel regarding design, construction or program modifications or structural repairs	Advanced
10%	Participate in meetings with other governmental agencies, utility representatives, local offices, and interested residents to work out details of schedule, inspections, utility conflicts and other potential problems	Advanced
5%	Prepare required reports	Advanced
5%	Perform related duties as 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](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).

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: 18-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	Administrative Officer IV (Internal Auditor II)	6	15	33,575.00	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
2	Audio-Visual Aids Technician I	8	6	14,580.00	High school graduate or completion of relevant vocational/ trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)	Core and organizational competencies	Office of the Municipal Mayor
3	Administrative Aide I (Utility Worker I)	15	1	10,831.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Core and organizational competencies	Office of the Municipal Mayor
4	Administrative Officer IV	54	15	33,575.00	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
5	Administrative Officer II	128	11	21,489.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Treasury Office

6	Veterinarian I	199	13	25,448.00	Doctor of Veterinary Medicine	None required	None required	RA 1080	Core and organizational competencies	Municipal Agriculture Office
7	Administrative Aide II (Messenger)	95	2	11,511.00	Elementary school graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Core and organizational competencies	Municipal Planning and Development Office
8	Administrative Aide IV (Budgeting Aide)	110	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 Budget Office
9	Administrative Aide VI (License Inspector I)	34	6	14,580.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Permits and Licenses Division
10	Nursing Attendant I	185	4	14,400.00	Elementary school graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Core and organizational competencies	Municipal Health Office
11	Engineer I	212	12	23,447.00	Bachelor's degree in engineering relevant to the job	None required	None required	RA 1080	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 July 03, 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.