

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-Dec-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	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 III (Cashier II)	134	14	27,719.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Treasury Office
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	Administrative Officer I	116	10	19,085.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Accounting Office
5	Project Evaluation Assistant	92	8	16,426.00	Completion of the two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Planning and Development Office
6	Administrative Assistant I (Revenue Collection Clerk II)	146	7	15,461.00	Completion of the two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Treasury Office

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)	
7	Administrative Aide IV (Assessment Clerk I)	153	4	12,960.00	Completion of the two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Assessor's Office
8	Administrative Aide IV (Clerk II)	74	4	12,960.00	Completion of the two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Office of the Vice Mayor
9	Administrative Aide I (Utility Worker I)	43	1	10,831.00	Must be able to read and write	None required	None required	None required (MC 11, s 1996 - Cat. III)	Core and organizational competencies	Zoning Division
10	Administrative Aide I (Utility Worker I)	160	1	10,831.00	Must be able to read and write	None required	None required	None required (MC 11, s 1996 - Cat. III)	Core and organizational competencies	Municipal Assessor's 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 December 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.



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: **DECEMBER 03 TO 18, 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;
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: **DECEMBER 03 TO 18, 2021**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER III (CASHIER II)
ASSIGNED OFFICE : MUNICIPAL TREASURY OFFICE
ITEM NUMBER : 134
SALARY GRADE : SG-14
MONTHLY SALARY : 27,719.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree
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
30%	Supervise accounts; responsible for the receipts, custody and disbursement of funds	Basic
30%	Receive all revenue collections, and deposit daily	Basic
10%	Review all correspondences and reports of collection and disbursements	Basic
10%	Supervise or participate in the posting of receipts and disbursements	Basic
10%	Supervise in the issuance of accountable forms	Basic
10%	Perform all other tasks as may be assigned by the immediate supervisor	Basic
Total: 100%		

LIST OF COMPLETE REQUIREMENTS:

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3. Authenticated certificate of eligibility/rating/license;
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JOB VACANCY

APPLICATION PERIOD: **DECEMBER 03 TO 18, 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
10%	Formulate plans on animal livelihood development program to raise additional income for farmers and fisher folks	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%		

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JOB VACANCY

APPLICATION PERIOD: **DECEMBER 03 TO 18, 2021**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER I
ASSIGNED OFFICE : MUNICIPAL ACCOUNTING OFFICE
ITEM NUMBER : 116
SALARY GRADE : SG-10
MONTHLY SALARY : 19,085.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree relevant to the job
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
20%	Prepare Journals for the General Fund	Superior
20%	Maintain and update general ledger for General Fund	Superior
10%	Prepare Trial Balance and other financial reports for General Fund	Superior
3%	Prepare remittances to other government agencies	Superior
5%	Perform monitoring and accounting of loans, and prepare financial reports	Superior
40%	Review and evaluate financial claims	Superior
2%	Perform other tasks assigned by the supervisor	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;
3. Authenticated certificate of eligibility/rating/license;
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5. Certificates of Trainings and Seminars attended relevant to the position applied for;
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JOB VACANCY

APPLICATION PERIOD: **DECEMBER 03 TO 18, 2021**

POSITION PROFILE:

POSITION TITLE : PROJECT EVALUATION ASSISTANT
ASSIGNED OFFICE : MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
ITEM NUMBER : 92
SALARY GRADE : SG-8
MONTHLY SALARY : 16,426.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Completion of two years studies in college
TRAINING : 4 hours of relevant training
EXPERIENCE : 1 year of relevant experience
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
30%	Assist in the preparation of period office accomplishment/or progress reports, updated project implementation status, project monitoring activities conducted, tracking of agency-required reports and documents from sub-sectors and the barangays, and other similar office performance tracking documents	Advanced
20%	Assist in the formulation of agency development plans, investment programs, other similar planning documents, and in the preparation of agency annual accomplishment report and agency performance appraisal terminal report	Advanced
15%	Assist in the conduct of project implementation evaluation and agency performance appraisal activities utilizing prescribed project indicators and standards, and performance assessment/monitoring tools	Advanced
15%	Administer appropriate in-house database to ensure convenient access to monitoring and evaluation reports, accomplishment and performance appraisal reports, and rationalized date/information	Advanced
10%	Assist in data collection and in conducting surveys, research and studies, and in the preparation of subsequent papers, reports and/or documents	Advanced
5%	Extend technical assistance to various clients and stakeholders as needed	Advanced
5%	Perform any other tasks that may be assigned whenever necessary	Intermediate
Total: 100%		

LIST OF COMPLETE REQUIREMENTS:

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JOB VACANCY

APPLICATION PERIOD: **DECEMBER 03 TO 18, 2021**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE ASSISTANT I (REVENUE COLLECTION CLERK II)
ASSIGNED OFFICE : MUNICIPAL TREASURY OFFICE
ITEM NUMBER : 146
SALARY GRADE : SG-7
MONTHLY SALARY : 15,461.00

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
30%	Collect and receive payment of tax and other fees and the corresponding penalties and other charges	Basic
20%	Update record on real property tax payment, prepare and deliver notices of delinquency	Basic
20%	Update real property tax records	Basic
20%	Maintain and update database	Basic
10%	Perform administrative services	Basic
Total: 100%		

LIST OF COMPLETE REQUIREMENTS:

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JOB VACANCY

APPLICATION PERIOD: **DECEMBER 03 TO 18, 2021**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE IV (ASSESSMENT CLERK I)
ASSIGNED OFFICE : MUNICIPAL ASSESSOR'S OFFICE
ITEM NUMBER : 153
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
25%	Collect, review and analyze data for consolidation and report	Superior
25%	Verify, check completeness of documents of Tax Declaration for recording to Assessment Roll and Records of Assessment	Superior
20%	Encode assessment reports, including the monthly, quarterly and annual statistical reports	Advanced
20%	Provide assessment support	Advanced
5%	Maintain and monitor records	Intermediate
5%	Perform other related tasks	Basic
Total: 100%		

LIST OF COMPLETE REQUIREMENTS:

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JOB VACANCY

APPLICATION PERIOD: **DECEMBER 03 TO 18, 2021**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE IV (CLERK II)
ASSIGNED OFFICE : OFFICE OF THE VICE MAYOR
ITEM NUMBER : 74
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
30%	Assist the Secretary to the Sanggunian in taking minutes of sessions, public hearings and meetings	Advanced
30%	Provide assistance in the formulation of legislative measures	Advanced
20%	Perform all other clerical tasks of the office	Advanced
10%	Conduct legislative researches	Advanced
10%	Provide necessary frontline services to clients	Advanced
Total: 100%		

LIST OF COMPLETE REQUIREMENTS:

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JOB VACANCY

APPLICATION PERIOD: **DECEMBER 03 TO 18, 2021**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE I (UTILITY WORKER I)
ASSIGNED OFFICE : ZONING DIVISION
ITEM NUMBER : 43
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. 1996 – Category III)
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
35%	Perform utility works	Basic
25%	Perform administrative works	Basic
15%	Assist in the enforcement of the Pinamalayan Zoning Ordinance	Basic
13%	Perform linkaging and coordination	Basic
5%	Perform consultation services and technical assistance	Basic
5%	Attend trainings and seminars with approved travel order of the Municipal Mayor	Basic
2%	Perform other support services	Basic
Total: 100%		

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10. PSA-issued Marriage Certificate (for married female applicants);

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The Municipal Government of Pinamalayan upholds equality in the recruitment, selection and placement (RSP) procedures, 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 procedures.





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: **DECEMBER 03 TO 18, 2021**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE I (UTILITY WORKER I)
ASSIGNED OFFICE : MUNICIPAL ASSESSOR'S OFFICE
ITEM NUMBER : 160
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. 1996 – Category III)
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
50%	Take charge of cleaning the office perimeter	Basic
40%	Perform messengerial services	Basic
10%	Perform other duties that may be assigned from time to time	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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