

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: 31-Jan-22

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 (Licensing Officer V)	39	24	79,569.00	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	Leadership, core and organizational competencies	Business Permits and Licenses Office
2	Agricultural Technologist	221	10	19,971.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	Core and organizational competencies	Municipal Agriculture Office
3	Agricultural Technologist	223	10	19,971.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	Core and organizational competencies	Municipal Agriculture 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)	
4	Administrative Assistant I (Bookbinder III)	8	7	16,109.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 - Category III)	Core and organizational competencies	Office of the Municipal Mayor
5	Administrative Aide IV (Clerk II)	66	4	13,494.00	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

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 February 15, 2022.

***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.



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: **JANUARY 31 TO FEBRUARY 15, 2022**

POSITION PROFILE:

POSITION TITLE : MUNICIPAL GOVERNMENT DEPARTMENT HEAD I
(Licensing Officer V)
ASSIGNED OFFICE : BUSINESS PERMITS AND LICENSES OFFICE
ITEM NUMBER : 39
SALARY GRADE : SG-24
MONTHLY SALARY : 79,569.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Masteral Degree
TRAINING : 24 hours of training in management and supervision
EXPERIENCE : 4 years in position/including management and supervision
ELIGIBILITY : Career Service (Professional) Second Level Eligibility
COMPETENCIES : Leadership, core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
25%	Supervision and monitoring of the entire office operation and the personnel from their assignment or assigned activities	Intermediate
20%	Regulate issuances of permits and its operations	Intermediate
10%	Recommends policies, processes, design and identify systems that will continuously enhance and improve regulatory management and delivery of services to increase the productivity of permitting and licensing	Intermediate
10%	Disposes the functions as TFRB Secretariat and regulate	Intermediate
10%	Coordinates and interlinks with other local and national agencies in implementation of laws	Intermediate
10%	Prepares office plans and budget	Basic
10%	Submit reports, recommend measures and initiates action in implementing laws, rules and regulations pertaining to business operation	Basic
5%	Performs other duties and functions not contrary to any existing laws, rules and regulations assigned by the immediate superior	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.

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.





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JOB VACANCY

APPLICATION PERIOD: **JANUARY 31 TO FEBRUARY 15, 2022**

POSITION PROFILE:

POSITION TITLE : AGRICULTURAL TECHNOLOGIST
ASSIGNED OFFICE : MUNICIPAL AGRICULTURE OFFICE
ITEM NUMBER : 221
SALARY GRADE : SG-10
MONTHLY SALARY : 19,971.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree in Agriculture or other Allied courses such as Agricultural Engineering, Fisheries Technology and 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
5%	Formulate farm/farm family development plans on Agriculture and fisheries to increase production, raise income of clientele in municipality/barangays covered and uplift the well-being of the community	Intermediate
45%	Disseminates information thru farm/home visits, demonstrations, trainings/classes, meetings and conferences on improved farm practices, maintenance/upgrading of livestock and poultry, nutrition, home management practices, fishery/aquatic resources management, conservation of resources and enforcement of regulatory and quarantine laws, laws and regulations, and the like;	Intermediate
5%	Promotes/maintains clientele organizations for multiplier effect in the transfer of packages of technology, including agrarian reform laws and regulations that provide and protect the rights of clientele;	Intermediate
2%	Assists SM's in the conduct of applied researches, clientele in preparing home plan and farm budget, and assists in the implementation of regulatory and quarantine laws, rules and regulations;	Intermediate
3%	Identifies and assists in the development of agri-business projects and recommends cooperative marketing strategies for clientele to secure loans and prepare schedules of payment/repayment;	Intermediate
25%	Implementation of local & national programs/projects in the locality;	Intermediate
5%	Submits monthly and periodic reports, and performs related and other functions;	Intermediate
10%	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;
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;
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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: **JANUARY 31 TO FEBRUARY 15, 2022**

POSITION PROFILE:

POSITION TITLE : **AGRICULTURAL TECHNOLOGIST**
ASSIGNED OFFICE : **MUNICIPAL AGRICULTURE OFFICE**
ITEM NUMBER : **223**
SALARY GRADE : **SG-10**
MONTHLY SALARY : **19,971.00**

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree in Agriculture or other Allied courses such as Agricultural Engineering, Fisheries Technology and 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
5%	Formulate farm/farm family development plans on Agriculture and fisheries to increase production, raise income of clientele in municipality/barangays covered and uplift the well-being of the community	Intermediate
45%	Disseminates information thru farm/home visits, demonstrations, training/classes, meetings and conferences on improved farm practices, maintenance/upgrading of livestock and poultry, nutrition, home management practices, fishery/aquatic resources and enforcement of regulatory and quarantine laws, rules and regulations, and the like;	Intermediate
5%	Promotes/maintains clientele organizations for multiplier effect in the transfer of packages of technology, including agrarian reform laws and regulations that provide and protect the rights of clientele;	Intermediate
2%	Assists SM's in the conduct of applied researches, clientele in preparing home plan and farm budget, and assists in the implementation of regulatory and quarantine laws, rules and regulations;	Intermediate
3%	Identifies and assists in the development of agri-business projects and recommends cooperative marketing strategies for clientele to secure loans and prepare schedules of payment/repayment;	Intermediate
25%	Implementation of local & national programs/projects in the locality;	Intermediate
5%	Submits monthly and periodic reports, and performs related and other functions;	Intermediate
10%	Other related activities	Intermediate
Total: 100%		

LIST OF COMPLETE REQUIREMENTS:

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Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

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JOB VACANCY

APPLICATION PERIOD: **JANUARY 31 TO FEBRUARY 15, 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)
ASSIGNED OFFICE : OFFICE OF THE MUNICIPAL MAYOR
ITEM NUMBER : 8
SALARY GRADE : SG-7
MONTHLY SALARY : 16,109.00

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
40%	Bookbind official documents of the office	Basic
30%	Prepare various office plans and reports	Basic
20%	Responsible to all incoming and outgoing official documents	Basic
15%	Conducts internal control in various LGU procurements documents;	Basic
10%	Perform clerical tasks such as receiving, categorizing and filing of incoming and outgoing correspondences and documents;	Basic
5%	Perform other functions as may be assigned by the higher authority	Basic
Total: 100%		

LIST OF COMPLETE REQUIREMENTS:

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JOB VACANCY

APPLICATION PERIOD: **JANUARY 31 TO FEBRUARY 15, 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE IV
ASSIGNED OFFICE : OFFICE OF THE VICE MAYOR
ITEM NUMBER : 66
SALARY GRADE : SG-4
MONTHLY SALARY : 13,494.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Completion of two years in college
TRAINING : None required
EXPERIENCE : None required
ELIGIBILITY : Career Service (Sub-professional) First Level Eligibility
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
30%	In charge of maintaining and organizing library materials, official documents, and of data retrievals	Advanced
30%	In charge in the provision of technical assistance to client for frontline services	Advanced
30%	Attend relevant training and perform all clerical jobs, including messengering services	Advanced
10%	Perform of other related task as may be assigned	Advanced
Total: 100%		

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