

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: 12-Jul-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	39	24	79,569.00	Bachelor's degree	24 hours of training in management and supervision	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Leadership, core and organizational competencies	Business Permits and Licenses Office
2	Administrative Aide IV (Clerk II)	155	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	Municipal Assessor's Office
3	Administrative Officer V (HRMO III)	78	18	40,683.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Human Resource Management Office
4	Administrative Aide II (Messenger)	76	2	11,975.00	Elementary school graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	Municipal Administrator's Office

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5	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
6	Administrative Aide II (Messenger)	236	2	11,975.00	Elementary school graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	Municipal Engineering Office
7	Medical Technologist I	185	11	25,439.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	Core and organizational competencies	Municipal Health Office
8	Project Evaluation Assistant	94	8	17,098.00	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
9	Administrative Assistant I (Bookbinder III)	95	7	16,109.00	Elementary school graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	Municipal Planning and Development Office
10	Administrative Officer II (Administrative Officer I)	206	11	22,895.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Social Welfare and Development Office

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Administrative Assistant I (Bookbinder III)	8	7	16,109.00	Elementary school graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	Office of the Municipal Mayor
12	Administrative Aide IV (Bookbinder II)	171	4	13,494.00	Elementary school graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	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 July 27, 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

MGDH I

Zone III, Pinamalayan, Oriental Mindoro

hrmo@pinamalayan.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.