



JOB VACANCY

APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : MUNICIPAL GOVERNMENT DEPARTMENT HEAD I
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 : Bachelor's Degree
TRAINING : 24 hours of training in management and supervision
EXPERIENCE : 3 years of relevant experience
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.

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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

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APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE IV (CLERK II)
ASSIGNED OFFICE : MUNICIPAL ASSESSOR'S OFFICE
ITEM NUMBER : 155
SALARY GRADE : SG-4
MONTHLY SALARY : 13,494.00

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%	Assists in the preparation of office plans and programs.	Superior
	Assists in the preparation of office annual accomplishment reports and other related documents	Superior
	Prepare office correspondences and communications.	Superior
15%	Collects, reviews and analyzes data for consolidation of monthly and quarterly reports.	Superior
15%	Encodes Monthly Assessment Report.	Advanced
10%	Provides administrative support.	Advanced
5%	Maintain and monitors records keeping.	Intermediate
5%	Does other related tasks.	Basic
Total: 100%		

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JOB VACANCY

APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER V (HRMO III)
ASSIGNED OFFICE : HUMAN RESOURCE MANAGEMENT OFFICE
ITEM NUMBER : 78
SALARY GRADE : SG-18
MONTHLY SALARY : 40,683.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's Degree
TRAINING : 8 hours of relevant training
EXPERIENCE : 2 years 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%	Conducts researches and studies on human resource management particularly in the area of recruitment, selection and placement (RSP) and in ensuring retention of employees.	Advanced
30%	Coordinates and monitors the implementation of HRD programs, projects and activities particularly in the Recruitment, Selection and Placement (RSP) core system.	Advanced
15%	Assists the HRMO in the development, formulation and execution of policies, rules and regulations in all areas of personnel management in accordance with the Civil Service laws and rules.	Advanced
10%	Provides assistance in the supervision and management of the Human Resource Management Office and its personnel	Advanced
10%	Takes charge of the administrative concerns of the office	Advanced
5%	Performs other related functions as may be assigned.	Advanced
Total: 100%		

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APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE II (MESSENGER)
ASSIGNED OFFICE : MUNICIPAL ADMINISTRATOR'S OFFICE
ITEM NUMBER : 76
SALARY GRADE : SG-2
MONTHLY SALARY : 11,975.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Elementary school graduate
TRAINING : None required
EXPERIENCE : None required
ELIGIBILITY : None required (MC 10, s. 2013 – Cat III)
COMPETENCIES : Core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
60%	Perform messengerial functions.	Basic
20%	Assist in the recording and review of procurement documents such as Purchase Orders and Vouchers.	Basic
10%	Prepare and process office procurement documents	Basic
10%	Performs other functions as may be authorized.	Basic
Total: 100%		

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APPLICATION PERIOD: **JULY 12 TO JULY 27, 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 : Relevant RA 1080
COMPETENCIES : Core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
5%	Formulate farm development plans on Agriculture and fisheries to increase production, raise income of clientele in the municipality/barangays covered and uplift the well-being of the community.	Intermediate
35%	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.	Intermediate
2%	Assist clientele in the preparation of farm plans and budgets.	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
10%	Conduct Artificial Insemination for livestock.	Intermediate
5%	Diagnose and treat sick animals.	Intermediate
5%	Conduct Anti-Rabies vaccination.	Intermediate
15%	Implementation of local and 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%		

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APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE II (MESSENGER)
ASSIGNED OFFICE : MUNICIPAL ENGINEERING OFFICE
ITEM NUMBER : 236
SALARY GRADE : SG-2
MONTHLY SALARY : 11,975.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Elementary school graduate
TRAINING : None required
EXPERIENCE : None required
ELIGIBILITY : None required (MC 10, s. 2013 – Cat III)
COMPETENCIES : Core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
50%	Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner.	Intermediate
30%	Oversee daily operation, physical condition of the whole Port area structure and upkeep of Recodo Port such as: -Safe keeping of passengers manifesto records. -Monitoring of daily ship departure and arrival.	Intermediate
20%	Perform other duties as instructed.	Basic
Total: 100%		

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APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : MEDICAL TECHNOLOGIST I
ASSIGNED OFFICE : MUNICIPAL HEALTH OFFICE
ITEM NUMBER : 185
SALARY GRADE : SG-11
MONTHLY SALARY : 25,439.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree in Medical Technology or Bachelor of Science in Public Health
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%	Perform complex and basic patient testing in urinalysis, hematology, serology and chemistry and others.	Advanced
20%	Process specimen using equipment, instrument and techniques for specific analysis.	Advanced
10%	Process papers relative to certification and accreditation of the laboratory unit.	Advanced
10%	Set-up, maintains, clean and calibrates medical laboratory equipment.	Advanced
10%	Acts as unit in-charge if the unit head is not available and attend to training seminar and meetings if necessary.	Advanced
10%	Performs other related functions as may be assigned.	Advanced
Total: 100%		

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APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : PROJECT EVALUATION ASSISTANT
ASSIGNED OFFICE : MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
ITEM NUMBER : 94
SALARY GRADE : SG-8
MONTHLY SALARY : 17,098.00

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 periodic office accomplishment and/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 indicators and standards, and performance assessment/monitoring tools.	Advanced
15%	Administer appropriate in-house database to ensure convenient access to monitoring and evaluation reports, accomplishments and performance appraisal reports, and rationalized data/information including upkeep of performance records.	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%		

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APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)
ASSIGNED OFFICE : MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
ITEM NUMBER : 95
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 10, s. 2013 – Cat III)
COMPETENCIES : Core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
35 %	Bind Development Plans, Investment Programs, Profiles, Agency Reports, Office Reports, Textbooks and Manuals, Reference Materials and other documents.	Advanced
20%	Assist in the processing, procurement and custodianship of office supplies, materials and equipment.	Advanced
15%	Perform all housekeeping chores and utility tasks.	Intermediate
15%	Distribute official communications to offices, agencies, CSO, barangays and other stakeholders	Intermediate
10%	Assist in the maintenance of office building, office equipment, furniture and fixtures and other equipment.	Intermediate
5%	Perform other tasks that may be assigned from time to time.	Intermediate
Total: 100%		

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APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)
ASSIGNED OFFICE : MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE
ITEM NUMBER : 206
SALARY GRADE : SG-11
MONTHLY SALARY : 22,895.00

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
30%	Gather and compile relevant data on PWDs in the locality.	Advanced
30%	Ensure that policies, plans, and programs for the promotion of the welfare of PWDs are funded.	Advanced
15%	Represents PWDs in all programs, meetings and other related activities of the Local Development Councils and other special bodies.	Intermediate
15%	Disseminate information including, but limited to, programs and activities for PWDs, including children with disability, and training and employment opportunities for PWDs.	Intermediate
10%	Performs other duties and functions not contrary to any existing laws, rules and regulations that may be assigned by the Local Chief Executive.	Basic
Total: 100%		

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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: **JULY 12 TO JULY 27, 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 10, s. 2013 – Cat III)
COMPETENCIES : Core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
40%	Book binds official documents of the office.	Intermediate
30%	Prepare various office plans and reports.	Basic
20%	Responsible to all incoming and outgoing official documents.	Basic
15%	Conduct internal control in various LGU procurement 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 higher 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;
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.





Republic of the Philippines
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JOB VACANCY

APPLICATION PERIOD: **JULY 12 TO JULY 27, 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE IV (BOOKBINDER II)
ASSIGNED OFFICE : MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
ITEM NUMBER : 171
SALARY GRADE : SG-4
MONTHLY SALARY : 13,494.00

MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Elementary school graduate
TRAINING : None required
EXPERIENCE : None required
ELIGIBILITY : None required (MC 10, s. 2013 – Cat III)
COMPETENCIES : Core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
20%	Perform highly skilled hand finishing operation such as lettering to bind official documents.	Basic
20%	Responsible to all incoming and outgoing official documents.	Basic
20%	Fold and sew printed sheets to form signatures and assemble signatures in numerical order.	Basic
20%	Process all the procurement of the office.	Basic
20%	Perform other tasks that may be delegated by the head of office.	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;
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