



Ika-25 ng Agosto 2022

**G. ROSENIO A. TORIANO, EnP**  
MPDC  
Pamahalaang Bayan ng Pinamalayan

Ginoong Toriano:

Sa pamamagitan ng liham na ito ay hinihiling po ng aming tanggapan na maipaskil sa ating *agency website* ang mga nakasiping dokumento na **CS Form 9** na naglalaman ng sampung (10) bakanteng posisyon sa pamahalaang bayang ito. Kalakip din ang mga **Job Vacancy Poster** na naglalaman ng mga deskripsyon ng trabaho ng mga bakanteng posisyon na ipapaskil.

Ipinadala din po namin sa inyong tanggapan ang kopya ng mga dokumentong nabanggit sa pamamagitan ng salatroniko sa [mpdo@pinamalayan.gov.ph](mailto:mpdo@pinamalayan.gov.ph).

BLG.	MGA BAKANTENG POSISYON	BILANG NG AYTEM	GRADO NG SWELDO	TANGGAPAN	HILING NA PANAHOON NG PAGPAPASKIL
1	Veterinarian I	216	13	MAGO	Agosto 29 hanggang Setyembre 13, 2022
2	Administrative Officer IV (Administrative Officer II)	7	15	MO	
3	Administrative Officer IV (Administrative Officer II)	36	15	MENRMD	
4	Administrative Aide I (Utility Worker I)	35	1	MZD	
5	Administrative Aide IV (Clerk II)	46	4	BPLO	
6	Administrative Aide III (Clerk I)	211	3	MSWDO	
7	Project Development Officer I	92	11	MPDO	
8	Nursing Attendant I	188	4	MHO	
9	Administrative Aide VI (Accounting Clerk II)	121	6	MAccO	
10	Administrative Aide I (Utility Worker I)	127	1	MAccO	

Maraming salamat po.

Sumasainyo,

  
NEMIA B. MONSANTO  
MGDH I



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: 29-Aug-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	Veterinarian I	216	13	26,818.00	Doctor of Veterinary Medicine	None required	None required	None required	RA 1080	Core and organizational competencies	Municipal Agriculture Office
2	Administrative Officer IV (Administrative Officer II)	7	15	31,587.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Office of the Municipal Mayor	
3	Administrative Officer IV (Administrative Officer II)	36	15	31,587.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Environment and Natural Resources Management Division	
4	Administrative Aide I (Utility Worker I)	35	1	11,265.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	Municipal Zoning Division/ Motorpool Operations	
5	Administrative Aide IV (Clerk II)	46	4	13,494.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Business Permits and Licenses Office	
6	Administrative Aide III (Clerk I)	211	3	12,713.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Social Welfare and Development 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	Project Development Officer I	92	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 Planning and Development Office
8	Nursing Attendant I	188	4	14,993.00	Elementary school graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	Municipal Health Office
9	Administrative Aide VI (Accounting Clerk II)	121	6	15,189.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Accounting Office
10	Administrative Aide I (Utility Worker I)	127	1	11,265.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	Municipal Accounting 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 September 13, 2022.

\*\*\*The Municipal Government of Pinamayanan 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 copy of 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, Pinamayanan, Oriental Mindoro

[hrmo@pinamayanan.gov.ph](mailto:hrmo@pinamayanan.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](mailto:hrmo@pinamalayan.gov.ph) ~ Telephone: (043) 7389-454

# JOB VACANCY

APPLICATION PERIOD: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : VETERINARIAN I  
ASSIGNED OFFICE : MUNICIPAL AGRICULTURE OFFICE  
ITEM NUMBER : 216  
SALARY GRADE : SG-13  
MONTHLY SALARY : 26,818.00

### 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%		

### 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 copy of 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).

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## JOB VACANCY

APPLICATION PERIOD: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)  
ASSIGNED OFFICE : OFFICE OF THE MUNICIPAL MAYOR  
ITEM NUMBER : 7  
SALARY GRADE : SG-15  
MONTHLY SALARY : 31,587.00

### 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%	Supervise and monitor the entire Internal Audit Services Unit's operations, as well as the assigned tasks of the unit's personnel;	Intermediate
20%	Provide appropriate advice to the Local Chief Executive on all matters pertaining to the management control and operations audit;	Superior
20%	Conduct management and operations audit of the offices to determine the extent to which they are in compliance with their mandate, policies, government regulations, established objectives, systems, procedures/processes, and contractual obligations;	Intermediate
20%	Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action;	Intermediate
10%	Prepare various office plans and reports;	Advanced
5%	Perform other functions that are not contrary to any existing laws.	
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 copy of 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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# JOB VACANCY

APPLICATION PERIOD: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)  
ASSIGNED OFFICE : MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES  
MANAGEMENT DIVISION  
ITEM NUMBER : 36  
SALARY GRADE : SG-15  
MONTHLY SALARY : 31,587.00

### 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
23%	Implementation of Forest Land Use Plan	Superior
23%	Environment and Waste Management	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%	Act as facilitator for the seminars and workshops to be conducted in barangays and schools	Superior
5%	Attendance to trainings and seminars with approved travel order	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);
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# JOB VACANCY

APPLICATION PERIOD: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE I (UTILITY WORKER I)  
ASSIGNED OFFICE : MUNICIPAL ZONING DIVISION/MOTORPOOL OPERATIONS  
ITEM NUMBER : 35  
SALARY GRADE : SG-1  
MONTHLY SALARY : 11,265.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Must be able to read and write  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : None required (MC 10, s. 2013 — Category III)  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
30%	Maintain the orderliness and cleanliness of the office	Advanced
30%	Processing of office documents	Intermediate
20%	Administrative services: draft and review	Intermediate
20%	Deliver/submit/receive office documents to/from other offices	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);
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## JOB VACANCY

APPLICATION PERIOD: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE IV (CLERK II)  
ASSIGNED OFFICE : BUSINESS PERMITS AND LICENSES OFFICE  
ITEM NUMBER : 46  
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
30%	Assist clients in encoding and processing the Mayor's/Business Permit	Intermediate
20%	Release the approved Mayor's/Business Permit and Occupational Permit	Basic
15%	Issue Business Plate and Sticker for renewal and new business permit	Basic
15%	File and post data on its individual business records	Basic
20%	Perform other tasks assigned by the immediate supervisor	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 copy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
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# JOB VACANCY

APPLICATION PERIOD: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE III (CLERK I)  
ASSIGNED OFFICE : MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE  
ITEM NUMBER : 211  
SALARY GRADE : SG-3  
MONTHLY SALARY : 12,713.00

### 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%	Conduct intake interview to client seeking financial assistance (medical or burial);	Advanced
30%	Provide basic health care monitoring support to clients needing medical attention and look after the immediate concern of clients who are temporarily sheltered at the Drop-In Center;	Advanced
15%	Entertain queries from various offices and individuals;	Intermediate
15%	Log incoming and outgoing correspondence, and maintain an orderly and updated filing system;	Intermediate
10%	Perform 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%		

### 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);
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8. Service Record (for government employees from other agencies);
9. PSA-issued Birth Certificate;
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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).

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## JOB VACANCY

APPLICATION PERIOD: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : PROJECT DEVELOPMENT OFFICER I  
ASSIGNED OFFICE : MUNICIPAL PLANNING AND DEVELOPMENT OFFICE  
ITEM NUMBER : 92  
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%	Writes, formulates and packages project proposals, feasibility studies, and thematic plans and programs; and prepares, maintains, and reviews project concept papers and other brief write-ups;	Advanced
20%	Conducts researches and continuing studies, and keeps abreast with emerging trends and opportunities for project proposal development;	Advanced
15%	Assists in the formulation of economic-driven recommendations, policies, guidelines and standards; and assists in the formulation of long-term, medium-term, and short-term development plans, investment programs, and similar planning documents;	Advanced
15%	Conceptualizes and develops results chains/theory of changes on proposal ideas; and prepares presentations on proposals during meetings/workshops/writeshops;	Advanced
15%	Organizes and facilitates brainstorming workshops/sessions	Advanced
3%	Maintains database of updated files and monitoring matrix for all project proposals, and keeps a select set of photo documentation	Advanced
2%	Perform any other tasks that may be assigned whenever necessary	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);
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Municipal Government Complex, Madrid Boulevard, Zone III, Pinamalayan, Oriental Mindoro 5208  
Email: [harmo@pinamalayan.gov.ph](mailto:harmo@pinamalayan.gov.ph) ~ Telephone: (043) 7389-454

# JOB VACANCY

APPLICATION PERIOD: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : NURSING ATTENDANT I  
ASSIGNED OFFICE : MUNICIPAL HEALTH OFFICE  
ITEM NUMBER : 188  
SALARY GRADE : SG-4  
MONTHLY SALARY : 14,993.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Elementary school graduate  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : None required (MC 10, s. 2013 — Category III)  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
30%	Assists doctors and nurses in delivery of basic patient care services;	Advanced
30%	Takes vital signs and physical examination at the OPD;	Advanced
30%	Performs other administrative and clerical works as needed;	Advanced
5%	Releases and dispenses medicines;	Advanced
5%	Performs 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 copy of 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 [harmo@pinamalayan.gov.ph](mailto:harmo@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  
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: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)  
ASSIGNED OFFICE : MUNICIPAL ACCOUNTING OFFICE  
ITEM NUMBER : 121  
SALARY GRADE : SG-6  
MONTHLY SALARY : 15,189.00

### 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
10%	Verify availability of funds for all Purchase Orders;	Superior
20%	Verify availability of funds for all financial claims for General Fund;	Superior
30%	Post all obligations in the Registry of Appropriations, Allotment and Obligations for General Fund (Personal Services, MOOE, and Capital Outlay);	Superior
20%	Prepare Statement of Appropriation, Allotment, Obligation and Balances;	Superior
10%	Prepare Statement of Comparison of Budget and Actual Obligations;	Superior
5%	Prepare Certificate of Availability of Fund for General Fund;	Superior
5%	Perform other functions 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](http://www.csc.gov.ph);
3. Authenticated copy of 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;
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8. Service Record (for government employees from other agencies);
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10. PSA-issued Marriage Certificate (for married female applicants);

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## JOB VACANCY

APPLICATION PERIOD: **AUGUST 29 TO SEPTEMBER 13 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE I (UTILITY WORKER I)  
ASSIGNED OFFICE : MUNICIPAL ACCOUNTING OFFICE  
ITEM NUMBER : 127  
SALARY GRADE : SG-1  
MONTHLY SALARY : 11,265.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Must be able to read and write  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : None required (MC 10, s. 2013 — Category III)  
COMPETENCIES : Core and Organizational Competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
40%	Maintains safety, cleanliness and orderliness of the office	Superior
20%	Maintains safety, cleanliness and orderliness of the stockroom	Superior
20%	Secures proper safekeeping and filing of all municipal accounts and public records	Superior
15%	Reviews and binds municipal accounts	Superior
5%	Performs other functions 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](http://www.csc.gov.ph);
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