



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: **SEPTEMBER 12 to 27 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)
ASSIGNED OFFICE : MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE
ITEM NUMBER : 256
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
60%	Organizes and provides developmentally appropriate early childhood education program; plans and implements curriculum and education for pre-school children	Advanced
20%	Prepares and submits reports necessary for the implementation of ECCD	Intermediate
10%	Assist the Child Development Workers' Coordinator in consolidating reports for submission	Intermediate
5%	Interacts with parents and community groups; maintains open and cooperative communication with parents and families, encouraging their involvement in the program supporting the child's family relationships	Basic
5%	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%		

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 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.

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.





JOB VACANCY

APPLICATION PERIOD: **SEPTEMBER 12 to 27 2022**

POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE VI (DISBURSING OFFICER I)
ASSIGNED OFFICE : MUNICIPAL TREASURY OFFICE
ITEM NUMBER : 137
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
25%	Prepares documents and controls payroll for salaries and wages	Basic
25%	Disburses and liquidates Payroll and Other Maintenance and Other Operating Expenses	Basic
20%	Prepares reports of disbursements	Basic
15%	Balances all Cashbook Accounts daily	Basic
15%	Does all tasks as may be assigned by the immediate supervisor	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 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.

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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-Sep-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	Administrative Assistant II (Administrative Assistant)	256	8	17,098.00	Completion of 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 Social Welfare and Development Office
2	Administrative Aide VI (Disbursing Officer I)	137	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 Treasury 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 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 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, Pinamalayan, Oriental Mindoro

hrmo@pinamalayan.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.