

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: 14-Nov-22

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Development Management Officer IV	86	22	62,967.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Leadership, core and organizational competencies	Municipal Planning and Development 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 (Human Resource Management Officer II)	79	15	31,587.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Human Resource 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 November 29, 2022.

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\*\*\*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 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](mailto:hrmo@pinamalayan.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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

# JOB VACANCY

APPLICATION PERIOD: November 14 to 29, 2022

### POSITION PROFILE:

POSITION TITLE : DEVELOPMENT MANAGEMENT OFFICER IV  
ASSIGNED OFFICE : MUNICIPAL PLANNING AND DEVELOPMENT OFFICE  
ITEM NUMBER : 86  
SALARY GRADE : SG-22  
MONTHLY SALARY : 62,967.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree relevant to the job  
TRAINING : 16 hours of relevant training  
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
35%	Supervises functional/sectoral groups to effectively carry out planning process, including pre-investment, investment and post investment stages through participatory approach in his capacity as Supervising Coordinator/ Assistant to the Municipal Planning and Development Coordinator, and takes charge of the Municipal Planning and Development Office in behalf of the MPDC in his absence.	Advanced
20%	Works collaboratively with planning functionaries in various levels in the formulation of long-term, medium-term and short-term plans, and conducts intensive review of the same, including other planning documents such as technical plans, feasibility studies, project proposals, fiscal analysis, profiles and development schemes of a thematic endeavor, particularly of a pioneering innovative project or program.	Advanced
15%	Formulates and enforces relevant policies, guidelines, regulations and information assets in participatory good governance to explore new opportunities to help achieve sectoral objectives and organizational goals in various types of development undertakings and priority investments and systematically writes reports about accomplishments and other similar documents unfolding progress and growth in the locality.	Advanced
10%	Oversees the monitoring and evaluation of programs' and projects' implementation in order to provide feedbacks leading to data analysis and research coordination among stakeholders towards the development of response strategies, and devising of tools to address gaps and change impacts.	Advanced
10%	Writes analytical reports and conducts studies on emerging issues, future development trends and evolving areas of concern relating to physical development patterns, spatial relationship, socio-economic conditions, including undertaking cross-visits and collaborative gathering of on-site evidences aiming to arrive at a consensual approach to decision-making.	Advanced
7%	Acts as resource person/facilitator/mentor/coach by way of imparting knowledge, expertise, technical assistance on comprehensive planning,	Advanced





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	and sharing of insights and awareness on role of organizational policies and individual work ethics and institutional inter-relationships ideal in public service.	
3%	Perform other tasks as may be assigned by concerned authorities from time to time.	Advanced
<b>Total: 100%</b>		

### 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 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: **November 14 to 29, 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: November 14 to 29, 2022

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE OFFICER IV  
(HUMAN RESOURCE MANAGEMENT OFFICER II)  
ASSIGNED OFFICE : HUMAN RESOURCE MANAGEMENT OFFICE  
ITEM NUMBER : 79  
SALARY GRADE : SG-15  
MONTHLY SALARY : 31,587.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree  
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
20%	Assist the HRMO in the formulation of office/thematic and budgeting plans and in the formulation and execution of policies in all areas of human resource management in accordance with the Civil Service laws and rules and other relevant legal issuances	Advanced
20%	Conduct researches and studies on human resource management and development focusing on the continuing development of the systems and procedures in the four pillars of PRIME-HRM	Advanced
20%	Maintain and analyze relevant databases and profiles and utilize such data in the formulation of programs, projects and activities that will strengthen employee engagement, empowerment and retention; provide relevant data in building, developing and updating the HRMIS	Advanced
20%	Assist in developing communication and implementation plans for the HRD programs, projects and activities in the various HR functions and provide secretariat services to the assigned special body	Advanced
10%	Take charge of the administrative concerns of the office and provide necessary recommendations to the HRMO whenever necessary	Advanced
5%	Provide assistance in the supervision, management and assessment of the Human Resource Management Office and its personnel	Advanced
5%	Perform other related functions as may be assigned.	Advanced
Total: 100%		

### LIST OF COMPLETE REQUIREMENTS:

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# JOB VACANCY

APPLICATION PERIOD: **November 14 to 29, 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%		

### LIST OF COMPLETE REQUIREMENTS:

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## JOB VACANCY

APPLICATION PERIOD: **November 14 to 29, 2022**

### POSITION PROFILE:

POSITION TITLE : REVENUE COLLECTION CLERK I  
ASSIGNED OFFICE : MUNICIPAL TREASURY OFFICE  
ITEM NUMBER : 140 and 141  
SALARY GRADE : SG-5  
MONTHLY SALARY : 14,318.00

### 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%	Collects and receives payment of tax and other fees and the corresponding penalties and other charges	Basic
20%	Maintains and updates database	Basic
15%	Performs administrative services	Basic
15%	Updates tax records	Basic
15%	Does all other tasks as may be assigned by the immediate supervisor	Basic
5%	Computes tax due and appropriate corresponding penalties when applicable	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);
3. Authenticated certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
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8. Service Record (for government employees from other agencies);
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# JOB VACANCY

APPLICATION PERIOD: **November 14 to 29, 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE IV (CLERK II)  
ASSIGNED OFFICE : MUNICIPAL ASSESSOR'S OFFICE  
ITEM NUMBER : 158  
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
75%	Appraises and assesses Real Property Units for taxation	Advanced
15%	Undergoes Barangay ocular inspection	Advanced
5%	Prepares fieldwork Accomplishment Report	Intermediate
5%	Performs other office duties as may be assigned from time to time	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);
3. Authenticated certificate of eligibility/rating/license;
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# JOB VACANCY

APPLICATION PERIOD: **November 14 to 29, 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE III (UTILITY WORKER II)  
ASSIGNED OFFICE : MUNICIPAL ASSESSOR'S OFFICE  
ITEM NUMBER : 159  
SALARY GRADE : SG-3  
MONTHLY SALARY : 12,713.00

### 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 - Cat. III)  
COMPETENCIES : Core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
50%	Maintains orderliness inside and within all premises of the office	Intermediate
20%	Provides administrative support to office operations	Intermediate
15%	Assists in encoding of Record of Assessment and consolidation of gathered data	Intermediate
10%	Assists in the preparation of office program, plans and reports	Intermediate
5%	Performs other duties as may be assigned from time to time	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);
3. Authenticated certificate of eligibility/rating/license;
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## JOB VACANCY

APPLICATION PERIOD: **November 14 to 29, 2022**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE II (MESSENGER)  
ASSIGNED OFFICE : MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE  
ITEM NUMBER : 175  
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
40%	Performs messengerial functions	Basic
20%	Prepares and processes office procurement documents	Basic
20%	Assists in the rescue operations of MDRRM Office	Basic
20%	Performs other tasks that may be delegated by the head of office/ as may be authorized	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);
3. Authenticated certificate of eligibility/rating/license;
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# JOB VACANCY

APPLICATION PERIOD: November 14 to 29, 2022

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE I (UTILITY WORKER I)  
ASSIGNED OFFICE : MUNICIPAL HEALTH OFFICE  
ITEM NUMBER : 193  
SALARY GRADE : SG-1  
MONTHLY SALARY : 12,517.00

### 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 - Cat. III)  
COMPETENCIES : Core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
40%	Assist doctors and nurses in the delivery of basic patient care services	Advanced
20%	Perform other administrative and clerical works as may be designated	Advanced
20%	Process papers, documents and other related issuances	Advanced
10%	Releasing and dispensing of medicines	Advanced
10%	Perform 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 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).

*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: November 14 to 29, 2022

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE I (UTILITY WORKER I)  
ASSIGNED OFFICE : OFFICE OF THE MUNICIPAL MAYOR  
ITEM NUMBER : 20  
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 - Cat. III)  
COMPETENCIES : Core and organizational competencies

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
40%	Maintains the cleanliness of the Mayor's Office	Basic
30%	Maintains the inventory of all pantry and comfort room supplies	Basic
15%	Processes vouchers and supporting documents of the Mayor's Office	Basic
10%	Delivers official communications to other offices	Basic
5%	Performs 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](http://www.csc.gov.ph);
3. Authenticated certificate of eligibility/rating/license;
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