

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: 5-Dec-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   | Secretary to the Sangguniang Bayan I                       | 59                 | 24                     | 79,569.00      | Bachelor's degree preferably in Law, Commerce or Public Administration | None required | None required | First grade or its equivalent | Leadership, core and organizational competencies | Office of the Municipal Vice Mayor |

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 December 20, 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](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](mailto:hrmo@pinamalayan.gov.ph) ~ Telephone: (043) 7389-454

# JOB VACANCY

APPLICATION PERIOD: December 5 to 20, 2022

### POSITION PROFILE:

POSITION TITLE : SECRETARY TO THE SANGGUNIANG BAYAN I  
ASSIGNED OFFICE : OFFICE OF THE VICE MAYOR  
ITEM NUMBER : 59  
SALARY GRADE : SG-24  
MONTHLY SALARY : 79,569.00

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree preferably in Law, Commerce or Public Administration  
TRAINING : None required  
EXPERIENCE : None required  
ELIGIBILITY : First grade or its equivalent  
COMPETENCIES : Leadership, core and organizational competencies

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES  | REQUIRED COMPETENCY LEVEL |
|----------------------------|---|---------------------------|
| 30%                        | Attends meetings and sessions of the Sangguniang Bayan; provides secretariat services and presents the same to the presiding officer for his signature.                         | Advanced                  |
| 20%                        | Takes custody of and accounts for the official seal of the municipality, all ordinances and resolutions enacted or adopted/passed by the Sangguniang Bayan, and local archives. | Advanced                  |
| 20%                        | Forwards/indorses to the Mayor for approval copies of the ordinances enacted and resolutions adopted/passed by the Sanggunian and Sangguniang Bayan, if required.               | Advanced                  |
| 20%                        | Causes the publication or posting of approved ordinances and resolutions consistent with the provision of the Local Government Code of 1991.                                    | Advanced                  |
| 10%                        | Exercises such other powers and performs such other duties and functions as may be prescribed by law or ordinances.   | 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).

*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.*

