

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:

27-Jan-23

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	MARKET SPECIALIST III	243	18	40,683.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core and organizational competency	Market Operations Department
2	LOCAL DRRM OFFICER III	165	18	40,683.00	Bachelor's degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	Career Service (Professional) Second Level Eligibility	Core and organizational competency	Municipal Disaster Risk Reduction and Management Office
3	DEVELOPMENT MANAGEMENT OFFICER II	89	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 Planning and Development Office
4	ENVIRONMENTAL MANAGEMENT SPECIALIST I	37	11	22,895.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competency	Municipal Environment and Natural Resources Management Division

5	AGRICULTURAL TECHNOLOGIST	223	10	19,971.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	Core and organizational competencies	Municipal Agriculture Office
6	ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	109	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 competency	Municipal Budget Office
7	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	26	3	12,713.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	General Services Office
8	ADMINISTRATIVE AIDE I (LABORER I)	29	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 competency	General Services 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 February 13, 2023.

\*\*\*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.





## JOB VACANCY

APPLICATION PERIOD: **January 27 to February 13, 2023**

### POSITION PROFILE:

POSITION TITLE : **MARKET SPECIALIST III**  
ASSIGNED OFFICE : **MARKET OPERATIONS DEPARTMENT**  
ITEM NUMBER : **243**  
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 competency

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
10%	In control of the overall Planning, Budgeting and Defense of Plans and Budget of Market Operations Department.	Advanced
50%	In charge of the supervision, monitoring, and review of Plans Implementation.	Advanced
10%	Linkaging and Coordination to all staff, department heads and government officials.	Advanced
5%	Conduct consultation and technical assistance services to public.	Advanced
10%	Evaluate the work and attitude performance of employees and the office itself.	Advanced
10%	Monitoring and evaluation of work performance in the Operation Section.	Advanced
5%	Perform other services and collateral duties to be assigned and directed by the Municipal Mayor.	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.*





## JOB VACANCY

APPLICATION PERIOD: **January 27 to February 13, 2023**

### POSITION PROFILE:

POSITION TITLE : **LOCAL DRRM OFFICER III**  
ASSIGNED OFFICE : **MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**  
ITEM NUMBER : **165**  
SALARY GRADE : **SG-1518**  
MONTHLY SALARY : **40,683.00**

### MINIMUM REQUIREMENTS OF THE POSITION:

EDUCATION : Bachelor's degree  
TRAINING : 8 hours of relevant training on DRRM  
EXPERIENCE : 2 years of relevant experience on DRRM  
ELIGIBILITY : Career Service (Professional) Second Level Eligibility  
COMPETENCIES : Core and Organizational Competency

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
15%	Head the operation, warning and operate a multi-hazard warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within urban and rural communities.	Advanced
15%	Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures.	Advanced
15%	Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed, and care for their babies and give support to each other.	Advanced
10%	Establish linkage and or network with other LGUs for DRR and emergency response and coordinate other DRRM activities.	Advanced
10%	Design, program, and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines.	Advanced
10%	Facilitate and support risk assessments and contingency planning activities at the local level. Consolidate local disaster risk information which includes natural hazards, vulnerabilities and climate change risks, and maintain a local risk map and conduct research and development initiatives in DRRM.	Advanced
15%	Formulate and implement a comprehensive and integrated Local DRRM plan (LDRRMP) and other plans in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC).	Advanced
10%	Performs other related duties from time to time as directed by his/her superior.	Advanced
<b>Total: 100%</b>		





Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF PINAMALAYAN

# 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) 738-9454

## 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).

*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: **January 27 to February 13, 2023**

### POSITION PROFILE:

POSITION TITLE : **DEVELOPMENT MANAGEMENT OFFICER II**  
ASSIGNED OFFICE : **MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**  
ITEM NUMBER : **89**  
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
30%	Work collaboratively with stakeholders in different level of activities in the formulation of long-term and short-term development plans and programs, and similar planning documents.	Advanced
20%	Initiate the conduct of continuing studies, researches and analytical approaches necessary to evolve development plans and programs.	Advanced
15%	Recommend policies and guidelines in the formulation of strategies and interventions to help resolve concerns at hand and other emerging issues.	Advanced
15%	Generate and analyze data regarding physical development patterns and trend on land use utilization.	Advanced
10%	Conduct impact assessment on various development programs/projects/activities as implemented.	Advanced
7%	Provide advocacy, advise and consultation on participatory planning and its relationship to business, private and public agencies, civil society organizations and other stakeholders.	Advanced
3%	Perform other tasks that may assign 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).





*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: **January 27 to February 13, 2023**

### POSITION PROFILE:

POSITION TITLE : ENVIRONMENTAL MANAGEMENT SPECIALIST I  
ASSIGNED OFFICE : MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DIVISION  
ITEM NUMBER : 37  
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 competency

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
10%	Implementation of Forest Land Use Plan.	Advanced
50%	Environment and Waste Management.	Advanced
8%	Planning, budgeting and defense of office plans and budget.	Advanced
2%	Supervision, monitoring, and review of plan implementation.	Advanced
5%	Linkaging and coordination.	Advanced
5%	Consultation services and technical assistance.	Advanced
5%	Resource Person Facilitation Services: Attend seminars and workshops in barangays and schools as the facilitator of the activity.	Advanced
5%	Capacity development: attend trainings and seminars with approved travel order of the Municipal Mayor.	Advanced
5%	Administrative services: review, approved and/or submit official documents of the office.	Advanced
2%	Evaluation of Performance of office personnel.	Advanced
3%	Performance of other support services.	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.*

## JOB VACANCY

APPLICATION PERIOD: **January 27 to February 13, 2023**

### 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
<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;





Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF PINAMALAYAN

# 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) 738-9454

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.***





## JOB VACANCY

APPLICATION PERIOD: **January 27 to February 13, 2023**

### POSITION PROFILE:

POSITION TITLE : **ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)**  
ASSIGNED OFFICE : **MUNICIPAL BUDGET OFFICE**  
ITEM NUMBER : **109**  
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 competency

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
30%	Posts proper account code to all claims (Purchase Request and OBRE) of General Fund, Special Purpose Appropriations & Local Economic Enterprise.	Advanced
20%	Assists the gathering, summarizing and collecting budgeting data on income and expenditures for budget preparation, defense, execution and accountability.	Advanced
5%	Prepares monthly Statement of Appropriation, Allotment and Obligation (SAAOB) for the General Fund, Special Purpose Appropriations & Local Economic Enterprise.	Advanced
20%	Prepares LBFP No. 3 (Plantilla of Personnel) ensuring the correctness of the granting of step increment.	Advanced
20%	Prepares and ensures the computation of appropriation for mandatory, statutory and budgetary requirements of all regular personnel in accordance with the prepared LBFP #3.	Advanced
5%	Performs other task as maybe required by higher or competent 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;
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.*

## JOB VACANCY

APPLICATION PERIOD: **January 27 to February 13, 2023**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE III (UTILITY WORKER II)  
ASSIGNED OFFICE : GENERAL SERVICES OFFICE  
ITEM NUMBER : 26  
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%	Housekeeping and Janitorial Services.	Excellent
20%	BAC Expanded Member	Basic
10%	Simple Clerical works (sorting, filing, organizing)	Intermediate
10%	Assist in the inventory of properties.	Intermediate
<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.*





## JOB VACANCY

APPLICATION PERIOD: **January 27 to February 13, 2023**

### POSITION PROFILE:

POSITION TITLE : ADMINISTRATIVE AIDE I (LABORER I)  
ASSIGNED OFFICE : GENERAL SERVICES OFFICE  
ITEM NUMBER : 29  
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 competency

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
60%	Focal for maintenance of municipal park (grass cutting, landscaping, repainting of facilities).	Basic
20%	Assist in maintenance and sanitation of public comfort room.	Basic
10%	Assist in construction and repair of facilities.	Intermediate
10%	Assist in other administrative task assigned.	Intermediate
<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.*

