

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: 4-May-23

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	Engineer III	217	19	46,221.00	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	8 hours of relevant training	2 years of relevant experience in agricultural engineering or agricultural and biosystems engineering	RA 10915 (ABE)	Leadership, core and organizational competencies	Municipal Agriculture Office
2	Dentist II	180	17	43,030.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	Leadership, core and organizational competencies	Municipal Health Office
3	Administrative Officer IV (Human Resource Management Officer II)	79	15	32,957.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Leadership, core and organizational competencies	Human Resource Management Office
4	Statistician I	93	11	24,300.00	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

5	Local Disaster Risk Reduction and Management Officer I	167	11	24,300.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Disaster Risk Reduction and Management Office
6	Administrative Assistant II (Labor General Foreman)	233	8	17,770.00	High School graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	Municipal Engineering Office
7	Administrative Aide IV (Budgeting Aide)	111	4	14,027.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Budget Office
8	Administrative Aide II (Bookbinder I)	240	2	12,437.00	Elementary school graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core and organizational competencies	Municipal Engineering 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 May 19, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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 ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: May 04 to 19 2023

File your application online and upload complete requirements through the MGOP Job Application Portal:

https://bit.ly/MGOP_May2023

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.

POSITION PROFILE:

POSITION TITLE	<u>ENGINEER III</u>	ITEM NUMBER	<u>217</u>
ASSIGNED OFFICE	<u>MUNICIPAL AGRICULTURE OFFICE</u>	SALARY GRADE	<u>19</u>
MONTHLY SALARY	<u>46,221.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering</u>		
TRAINING	<u>8 hours of relevant training</u>		
EXPERIENCE	<u>2 years of relevant experience in agricultural engineering or agricultural and biosystems engineering</u>	COMPETENCIES	<u>Leadership, Core and Organizational competencies</u>
ELIGIBILITY	<u>RA 10915 (ABE)</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
45%	Undertake the registration of agricultural fishery equipment and facilities and the enforcement of the Agricultural and Biosystem Standards (PABES) and other agricultural, fishery and biosystems engineering regulatory activities in coordination and collaboration with the Department of Agriculture Field Office – Regional Agricultural Engineering Division (RAED), concerned national government agencies and other offices of the LGUs.	Intermediate
25%	Be in the frontline of the delivery of basic agricultural and biosystems engineering services.	Intermediate
15%	Coordinate with the concerned national government with regards to the implementation of national government programs and projects on irrigation, farm mechanization, post-harvest facilities, farm-to-market roads and agricultural, fisheries and biosystems infrastructure within the municipality.	Intermediate
5%	Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinance.	Intermediate
5%	Provide training and extension activities to farmers and fisher folk particularly in the installation, operation and maintenance of their irrigation, post-harvest facilities, agricultural, fishery and biosystems machinery projects in coordination with the agriculture and fisheries extension workers.	Intermediate
5%	Submit monthly and periodic reports, and performs related and other functions.	Intermediate
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Certificates of Employment for work experiences that are relevant to the desired position;
- 8 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 9 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 10 Certificate of Residency (for department head positions and other positions with residency requirement)

Incomplete submission of the primary requirements within the application period invalidates the application. Applicants with lacking documents or with documents for revision may still be included in the pool of applicants and in the Selection Line Up provided that: (1) The lacking document is a secondary requirement; (2) In case of a concern in a primary requirement, the document to be submitted is only a revision or supplemental page of a requirement that was already submitted within the application period; and (3) The documents shall be submitted by the applicant two days after receipt of the notification for completion of requirements. Non-compliance in the completion of lacking documents within the prescribed period shall mean cancellation of the application.



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 ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: May 04 to 19 2023

File your application online and upload complete requirements through the MGOP Job Application Portal:

https://bit.ly/MGOP_May2023

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.

POSITION PROFILE:

POSITION TITLE	<u>DENTIST II</u>	ITEM NUMBER	<u>180</u>
ASSIGNED OFFICE	<u>MUNICIPAL HEALTH OFFICE</u>	SALARY GRADE	<u>17</u>
MONTHLY SALARY	<u>43,030.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Doctor of Dental Medicine or Dental Surgery</u>	COMPETENCIES	<u>Leadership, Core and Organizational competencies</u>
TRAINING	<u>4 hours of relevant training</u>		
EXPERIENCE	<u>1 year of relevant experience</u>		
ELIGIBILITY	<u>RA 1080</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
60%	Render professional, diagnostic, preventive and treatment services to patients in accordance with concepts of modern scientific dentistry.	Advanced
15%	Participate actively in the total oral health education program.	Advanced
15%	Give dental prescription to dental patients as needed and orient patients on do's and don'ts after tooth extraction.	Advanced
5%	Keep and maintain proper oral health records and submit necessary reports.	Advanced
5%	Performs other related functions as may be assigned.	Advanced
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Certificates of Employment for work experiences that are relevant to the desired position;
- 8 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 9 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 10 Certificate of Residency (for department head positions and other positions with residency requirement)

Incomplete submission of the primary requirements within the application period invalidates the application. Applicants with lacking documents or with documents for revision may still be included in the pool of applicants and in the Selection Line Up provided that: (1) The lacking document is a secondary requirement; (2) In case of a concern in a primary requirement, the document to be submitted is only a revision or supplemental page of a requirement that was already submitted within the application period; and (3) The documents shall be submitted by the applicant two days after receipt of the notification for completion of requirements. Non-compliance in the completion of lacking documents within the prescribed period shall mean cancellation of the application.



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 ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: May 04 to 19 2023

File your application online and upload complete requirements through the MGOP Job Application Portal:

https://bit.ly/MGOP_May2023

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.

POSITION PROFILE:

POSITION TITLE	<u>ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II)</u>		
ASSIGNED OFFICE	<u>HUMAN RESOURCE MANAGEMENT OFFICE</u>	ITEM NUMBER	<u>79</u>
MONTHLY SALARY	<u>32,957.00</u>	SALARY GRADE	<u>15</u>

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Bachelor's degree</u>		
TRAINING	<u>4 hours of relevant training</u>		
EXPERIENCE	<u>1 year of relevant experience</u>	COMPETENCIES	<u>Leadership, Core and Organizational competencies</u>
ELIGIBILITY	<u>Career Service (Professional) Second Level Eligibility</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
Strategic Objectives and Inherent Core Functions		
25%	Performance of strategic tasks on Learning and Development: (1) Analysis of L&D Programs and Procedures; (2) Learning Needs Assessment (LNA); and (3) Agency Learning and Development (L&D) Plan.	Intermediate
25%	Discharge of inherit core functions on Learning and Development: (1) Employees' Individual Development Plan (IDP); (2) Agency Learning and Development (L&D) Monitoring Report; (3) facilitation of Learning and Development Activities; (4) facilitation of Local Scholarship Program; (5) act as Human Resource Development Committee (HRDC) Secretariat; and (6) maintainance of L&D database.	Intermediate
Other Core Functions		
15%	Provision of assistance in the preparation of Office Plans/ Programs/ Reports/ Thematic Plans.	Intermediate
15%	Preparation of Official Documents: activity designs, terminal reports, office monthly reports and other required documents.	Intermediate
5%	Performance of other core duties such as: (1) provision of technical assistance to clients; (2) submission of required personnel documents; and (3) custodianship of assigned ICT and office equipment; (4) act as Secretariat to the Drug-Free Workplace Committee (DFWC).	Intermediate
Support Functions and Other Collateral Duties		
5%	Attendance to L&D activities as may be instructed;	Intermediate
5%	Attendance to Inter-/Intra-Office Activities in the agency	Intermediate
2%	Performance of tasks related to membership to special bodies.	Intermediate
3%	Performance of other related tasks as may be assigned by the immediate supervisor.	Intermediate
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);

- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Certificates of Employment for work experiences that are relevant to the desired position;
- 8 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 9 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 10 Certificate of Residency (for department head positions and other positions with residency requirement)

Incomplete submission of the primary requirements within the application period invalidates the application. Applicants with lacking documents or with documents for revision may still be included in the pool of applicants and in the Selection Line Up provided that: (1) The lacking document is a secondary requirement; (2) In case of a concern in a primary requirement, the document to be submitted is only a revision or supplemental page of a requirement that was already submitted within the application period; and (3) The documents shall be submitted by the applicant two days after receipt of the notification for completion of requirements. Non-compliance in the completion of lacking documents within the prescribed period shall mean cancellation of the application.



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 ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: May 04 to 19 2023

File your application online and upload complete requirements through the MGOP Job Application Portal:

https://bit.ly/MGOP_May2023

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.

POSITION PROFILE:

POSITION TITLE	<u>STATISTICIAN I</u>		
ASSIGNED OFFICE	<u>MUNICIPAL PLANNING AND DEVELOPMENT OFFICE</u>	ITEM NUMBER	<u>93</u>
MONTHLY SALARY	<u>24,300.00</u>	SALARY GRADE	<u>11</u>

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Bachelor's degree relevant to the job</u>		
TRAINING	<u>None required</u>		
EXPERIENCE	<u>None required</u>	COMPETENCIES	<u>Core and organizational competencies</u>
ELIGIBILITY	<u>Career Service (Professional) Second Level Eligibility</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
30%	Systematically collect, analyze, evaluate, interpret and present sectoral data and information concerning the local government unit and its inhabitants using statistical procedures conforming to institutional standards.	Advanced
25%	Classify, condense and process statistical data for tabular and graphical presentation using computer software such as CBMS Statistics Simulator, Microsoft Excel and geographic information system (GIS) in the conversion of statistical data to spatial data, and to update, maintain and back-up such databases and statistical products.	Advanced
20%	Assist in the formulation of long-term, medium term and short-term development plans, investment programs and other similar planning documents.	Advanced
15%	Provide statistical products, including municipal ecological profile, individual barangay socio-economic profile, CBMS survey results, quickstats, dashboard and other similar data and information briefing folios.	Advanced
5%	Extend technical assistance to various clients and stakeholders as needed.	Advanced
5%	Perform other tasks that may be assigned from time to time.	Intermediate
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Certificates of Employment for work experiences that are relevant to the desired position;
- 8 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 9 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 10 Certificate of Residency (for department head positions and other positions with residency requirement)

Incomplete submission of the primary requirements within the application period invalidates the application. Applicants with lacking documents or with documents for revision may still be included in the pool of applicants and in the Selection Line Up provided that: (1) The lacking document is a secondary requirement; (2) In case of a concern in a primary requirement, the document to be submitted is only a revision or supplemental page of a requirement that was already submitted within the application period; and (3) The documents shall be submitted by the applicant two days after receipt of the notification for completion of requirements. Non-compliance in the completion of lacking documents within the prescribed period shall mean cancellation of the application.



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 ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: May 04 to 19 2023

File your application online and upload complete requirements through the MGOP Job Application Portal:

https://bit.ly/MGOP_May2023

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.

POSITION PROFILE:

POSITION TITLE	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER I		
ASSIGNED OFFICE	MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	ITEM NUMBER	167
MONTHLY SALARY	24,300.00	SALARY GRADE	11

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's degree		
TRAINING	None required		
EXPERIENCE	None required	COMPETENCIES	Core and organizational competencies
ELIGIBILITY	Career Service (Professional) Second Level Eligibility		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
10%	Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level.	Superior
10%	Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality.	Superior
10%	Identify and implement cost-effective risk reduction measures and/or strategies.	Superior
10%	Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks.	Superior
10%	Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area.	Superior
10%	Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist.	Superior
10%	Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter.	Superior
10%	Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121.	Superior
10%	Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.	Superior
10%	Ensure the involvement of the most vulnerable sectors in risk assessment planning.	Superior
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Certificates of Employment for work experiences that are relevant to the desired position;
- 8 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 9 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 10 Certificate of Residency (for department head positions and other positions with residency requirement)

Incomplete submission of the primary requirements within the application period invalidates the application. Applicants with lacking documents or with documents for revision may still be included in the pool of applicants and in the Selection Line Up provided that: (1) The lacking document is a secondary requirement; (2) In case of a concern in a primary requirement, the document to be submitted is only a revision or supplemental page of a requirement that was already submitted within the application period; and (3) The documents shall be submitted by the applicant two days after receipt of the notification for completion of requirements. Non-compliance in the completion of lacking documents within the prescribed period shall mean cancellation of the application.



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 ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: May 04 to 19 2023

File your application online and upload complete requirements through the MGOP Job Application Portal:

https://bit.ly/MGOP_May2023

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.

POSITION PROFILE:

POSITION TITLE	<u>ADMINISTRATIVE ASSISTANT II (LABOR GENERAL FOREMAN)</u>		
ASSIGNED OFFICE	<u>MUNICIPAL ENGINEERING OFFICE</u>	ITEM NUMBER	<u>233</u>
MONTHLY SALARY	<u>17,770.00</u>	SALARY GRADE	<u>8</u>

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>High School graduate</u>		
TRAINING	<u>4 hours of relevant training</u>		
EXPERIENCE	<u>1 year of relevant experience</u>	COMPETENCIES	<u>Core and organizational competencies</u>
ELIGIBILITY	<u>None required (MC 10, s. 2013 - Cat. III)</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
50%	Responsible in performing inspection and validation of on-site projects. Perform surveying works.	Intermediate
30%	Assist in preparing all necessary Program of Works, plans, and design of all Municipal and Barangay projects.	Intermediate
20%	Accomplish other reports that may be assigned by the immediate head.	Intermediate
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Certificates of Employment for work experiences that are relevant to the desired position;
- 8 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 9 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 10 Certificate of Residency (for department head positions and other positions with residency requirement)

Incomplete submission of the primary requirements within the application period invalidates the application. Applicants with lacking documents or with documents for revision may still be included in the pool of applicants and in the Selection Line Up provided that: (1) The lacking document is a secondary requirement; (2) In case of a concern in a primary requirement, the document to be submitted is only a revision or supplemental page of a requirement that was already submitted within the application period; and (3) The documents shall be submitted by the applicant two days after receipt of the notification for completion of requirements. Non-compliance in the completion of lacking documents within the prescribed period shall mean cancellation of the application.



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 ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: May 04 to 19 2023

File your application online and upload complete requirements through the MGOP Job Application Portal:

https://bit.ly/MGOP_May2023

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.

POSITION PROFILE:

POSITION TITLE	<u>ADMINISTRATIVE AIDE IV (BUDGETING AIDE)</u>	ITEM NUMBER	<u>111</u>
ASSIGNED OFFICE	<u>MUNICIPAL BUDGET OFFICE</u>	SALARY GRADE	<u>4</u>
MONTHLY SALARY	<u>14,027.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Completion of two years studies in college</u>	COMPETENCIES	<u>Core and organizational competencies</u>
TRAINING	<u>None required</u>		
EXPERIENCE	<u>None required</u>		
ELIGIBILITY	<u>Career Service (Subprofessional) First Level Eligibility</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
35%	Assists in the gathering, summarizing and collecting budgeting data on income and expenditures for budget preparation and accountability.	Advanced
20%	Computerizes Local Budget Preparation Forms.	Advanced
10%	Checks on computations on budget proposals and other LBP Forms.	Advanced
10%	Prepares monthly Statement of Appropriations, Allotments, Obligations and Balances (SAAOB) - Current and Continuing Legislative Appropriations of 20%.	Advanced
5%	Prepares Quarterly Advice of Allotment of 20% Development Fund.	Intermediate
5%	Prepares certification to the existence of appropriation (20% Development Fund)	Basic
5%	Assists in the recording and filing of incoming and outgoing communications of the office.	Intermediate
5%	Acts as PACD Focal.	Intermediate
5%	Performs other task as maybe required by higher or competent authority.	Basic
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Certificates of Employment for work experiences that are relevant to the desired position;
- 8 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 9 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 10 Certificate of Residency (for department head positions and other positions with residency requirement)

Incomplete submission of the primary requirements within the application period invalidates the application. Applicants with lacking documents or with documents for revision may still be included in the pool of applicants and in the Selection Line Up provided that: (1) The lacking document is a secondary requirement; (2) In case of a concern in a primary requirement, the document to be submitted is only a revision or supplemental page of a requirement that was already submitted within the application period; and (3) The documents shall be submitted by the applicant two days after receipt of the notification for completion of requirements. Non-compliance in the completion of lacking documents within the prescribed period shall mean cancellation of the application.



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 ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: May 04 to 19 2023

File your application online and upload complete requirements through the MGOP Job Application Portal:

https://bit.ly/MGOP_May2023

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.

POSITION PROFILE:

POSITION TITLE	<u>ADMINISTRATIVE AIDE II (BOOKBINDER I)</u>	ITEM NUMBER	<u>240</u>
ASSIGNED OFFICE	<u>MUNICIPAL ENGINEERING OFFICE</u>	SALARY GRADE	<u>2</u>
MONTHLY SALARY	<u>12,437.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Elementary school graduate</u>	COMPETENCIES	<u>Core and organizational competencies</u>
TRAINING	<u>None required</u>		
EXPERIENCE	<u>None required</u>		
ELIGIBILITY	<u>None required (MC 10, s. 2013 - Cat. III)</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
40%	Responsible for binding of reports like annual reports, plan, and other pertinent documents for submission.	Intermediate
30%	Assist in the management of incoming and outgoing documents. Responsible in the releasing of Program of Works and labor certifications, building, occupancy, fencing, and demolition permits. Coordinate client in the releasing of documents.	Intermediate
20%	Assist in the safekeeping of all hard copies of important documents in the office. Assist in the consolidation of reports. (DTR, PDS, IDP, etc.)	Intermediate
10%	Perform other duties as instructed.	Basic
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Certificates of Employment for work experiences that are relevant to the desired position;
- 8 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 9 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 10 Certificate of Residency (for department head positions and other positions with residency requirement)

Incomplete submission of the primary requirements within the application period invalidates the application. Applicants with lacking documents or with documents for revision may still be included in the pool of applicants and in the Selection Line Up provided that: (1) The lacking document is a secondary requirement; (2) In case of a concern in a primary requirement, the document to be submitted is only a revision or supplemental page of a requirement that was already submitted within the application period; and (3) The documents shall be submitted by the applicant two days after receipt of the notification for completion of requirements. Non-compliance in the completion of lacking documents within the prescribed period shall mean cancellation of the application.