

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:

15-Sep-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	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
2	Local Revenue Collection Officer II	138	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	Municipal Treasury Office
3	Agricultural Technologist	222	10	20,858.00	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
4	Draftsman I	96	6	15,798.00	Completion of two years studies in college or high school graduate with relevant vocational /trade course	None required	None required	MC 10, s. 2013 - Category II	Core competencies	Municipal Planning and Development Office

5	Administrative Aide VI (Electrician II)	169	6	15,798.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (MC 10, s. 2013 - Cat. II)	Core competencies	Municipal Disaster Risk Reduction and Management Office
6	Administrative Aide III (Clerk I)	83	3	13,210.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Human Resource Management Office
7	Administrative Aide I (Utility Worker I)	258	1	11,700.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core competencies	Slaughterhouse Operations Division

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 October 02, 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 rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificates of Trainings and Seminars attended relevant to the position applied for; and
6. Certificates of Employment for work experiences that are relevant to the position applied for.

***Submit physical copy of these requirements at the HRMO on or before the deadline.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NEMIA B. MONSANTO

MGDH I

Zone III, Pinamalayan, Oriental Mindoro

hrmo@pinamalayan.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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: **September 15 to October 02, 2023**

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

https://bit.ly/MGOP_September2023

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	DENTIST II	ITEM NUMBER	180
ASSIGNED OFFICE	MUNICIPAL HEALTH OFFICE	SALARY GRADE	17
MONTHLY SALARY	43,030.00		

QUALIFICATION STANDARDS OF THE POSITION:

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

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
10%	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%	Prepare periodic reports on dental services.	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 Relevant Training Sheet
- 8 Awards Received Sheet
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 12 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: **September 15 to October 02, 2023**

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

https://bit.ly/MGOP_September2023

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 REVENUE COLLECTION OFFICER II	ITEM NUMBER	138
ASSIGNED OFFICE	MUNICIPAL TREASURY OFFICE	SALARY GRADE	15
MONTHLY SALARY	32,957.00		

QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
25%	Collect/Accept payment on business tax, fees, charges and miscellaneous revenues.	Advanced
15%	Update payment record of all business taxpayers.	Advanced
10%	Propose revenue measures to the Municipal Treasurer.	Advanced
	<i>Other Core Functions</i>	
15%	Examine and verify books of accounts, licenses, taxes, and fees and charges.	Advanced
10%	Verify the accuracy of assessment of computation of business tax miscellaneous fees and other charges and submit report of findings to the Municipal Treasurer.	Advanced
10%	Inspect private, commercial and industrial establishments within the jurisdiction of the LGU in relation to the implementation of tax ordinance.	Advanced
	<i>Support Functions and Other Collateral Duties</i>	
15%	Exercise such power and perform such other duties and functions as may be prescribed by law or ordinance.	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 Relevant Training Sheet
- 8 Awards Received Sheet
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 12 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: **September 15 to October 02, 2023**

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

https://bit.ly/MGOP_September2023

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	AGRICULTURAL TECHNOLOGIST	ITEM NUMBER	222
ASSIGNED OFFICE	MUNICIPAL AGRICULTURE OFFICE	SALARY GRADE	10
MONTHLY SALARY	20,858.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	COMPETENCIES	Leadership, Core and Organizational competencies
TRAINING	None required		
EXPERIENCE	None required		
ELIGIBILITY	Relevant RA 1080		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	Strategic Objectives and Inherent Core Functions	
30%	Provide technical assistance on Agricultural Crops and Livestock	Intermediate
10%	Disseminate information through farm/home visits, demonstrations, trainings/classes, meetings and conferences on improved farm practices, maintenance practices, fishery/aquatic resources management, conservation of resources and enforcement of regulatory and quarantine, laws and regulations, and the like.	Intermediate
10%	Facilitate the implementation of local and national programs/projects in the locality.	Intermediate
	Other Core Functions	
20%	Formulate farm development plans on Agriculture and Fisheries to increase production, raise the income of clientele in the municipality/barangays covered, and uplift the well-being of the community.	Intermediate
8%	Promote/maintain clientele organizations for multiplier effect in the transfer of packages of technology.	Intermediate
2%	Monitor hog dispersal in the municipality.	Intermediate
5%	Submit monthly and periodic reports and perform related functions.	Intermediate
	Support Functions and Other Collateral Duties	
2%	Assist clientele in the preparation of farm plans and budgets.	Intermediate
8%	Identify and assist in the development of agri-business projects and recommend cooperative marketing strategies for clientele to secure loans and prepare schedule of payment/repayment.	Intermediate
5%	Perform other related activities.	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 Relevant Training Sheet
- 8 Awards Received Sheet
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 12 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: **September 15 to October 02, 2023**

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

https://bit.ly/MGOP_September2023

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	DRAFTSMAN I		
ASSIGNED OFFICE	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	ITEM NUMBER	96
MONTHLY SALARY	15,798.00	SALARY GRADE	6

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Completion of two years studies in college or high school graduate with relevant vocational /trade course		
TRAINING	None required	COMPETENCIES	Core competencies
EXPERIENCE	None required		
ELIGIBILITY	MC 10, s. 2013 - Category II		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
15%	Responsible in conceptualizing, designing, creating and production of computer graphics such as creative and informative materials for innovative packaging of development planning and investment programming documents, accomplishment/performance reports, and other similar print-documentations and references.	Advanced
15%	Act as assisting coordinator in the formulation of agency's long-term, medium-term and short-term development plans and investment programs through sectoral assignment and in the preparation of profiles and other similar planning documents.	Advanced
12%	In-charge as technical support in the administration, continuing development and maintenance of in-house systems and databases; and updating and maintenance of office social media platforms, official email and group chats; keep updated on the latest multimedia trends and techniques to enhance the delivery of services through electronic platform.	Advanced
8%	Assist in the conduct of agency performance appraisal/assessment and preparation of agency accomplishment/performance reports through sectoral assignment.	Advanced
	<i>Other Core Functions</i>	
8%	Take shared responsibility in the custodianship, maintenance and inventory of office' ICT equipment, technical and scientific equipment, and other machineries while insuring that all works are stored in back-up hard drive and online platform, and maintain an updated historical file of all computer graphics/creative materials produced.	Advanced
7%	Assist in the formulation of Office Plans and Programs and in the preparation of office periodic reports.	Advanced
7%	Extend technical assistance to barangay officials, local functionaries, Civil Society Organizations, different stakeholders and other clients.	Advanced
7%	Take shared responsibility in Project Monitoring and Evaluation through sectoral assignment, and in maintaining computer-based M&E records.	Advanced

6%	Provide both technical and administrative services as part of the Secretariat to the Municipal Development Council and perform other office administrative tasks.	Advanced
<i>Support Functions and Other Collateral Duties</i>		
7%	Attend trainings, seminars, workshops, benchmarkings and other for a.	Intermediate
5%	Participate in inter and intra office activities.	Intermediate
1%	Membership in special bodies/committees.	Intermediate
2%	Perform any other tasks that may be assigned whenever necessary.	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 Relevant Training Sheet
- 8 Awards Received Sheet
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 12 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: **September 15 to October 02, 2023**

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

https://bit.ly/MGOP_September2023

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	ADMINISTRATIVE AIDE VI (ELECTRICIAN II)		
ASSIGNED OFFICE	MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	ITEM NUMBER	169
MONTHLY SALARY	15,798.00	SALARY GRADE	6

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	High school graduate or completion of relevant vocational/trade course		
TRAINING	None required	COMPETENCIES	Core competencies
EXPERIENCE	None required		
ELIGIBILITY	Electrician (Building Wiring) (-250 volts) (MC 10, s. 2013 - Cat. II)		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
10%	Accompany and assist rescuers in attending emergency situation. Provide intervention or rescue assistance in emergencies operation	Intermediate
10%	Provide first aide or rescue assistance in emergencies, administer first aid such as bandaging, splinting, or administering oxygen	Intermediate
10%	Inspect transformers, circuit breakers, and other electrical components,	Intermediate
10%	Read technical diagrams and blueprints of electrical design	Intermediate
10%	Perform circuit breaker corrective maintenance, performing general electrical maintenance	Intermediate
	<i>Other Core Functions</i>	
15%	Install, maintain and repair electrical control, wiring and lighting systems	Intermediate
10%	Troubleshoot electrical issues using appropriate testing devices; repair and replace equipment, electrical wirings and fixtures	Intermediate
10%	Maintain good knowledge of heating and airconditioning systems as well as various testing equipment	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
10%	Install electrical apparatus, fixtures and equipment for alarm and other systems	Intermediate
5%	Perform other tasks that may be delegated by the head of office, as may be authorized	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 Relevant Training Sheet

- 8 Awards Received Sheet
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 12 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: **September 15 to October 02, 2023**

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

https://bit.ly/MGOP_September2023

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	ADMINISTRATIVE AIDE III (CLERK I)	ITEM NUMBER	83
ASSIGNED OFFICE	HUMAN RESOURCE MANAGEMENT OFFICE	SALARY GRADE	3
MONTHLY SALARY	13,210.00		

QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
50%	Act as Compensation and Benefits focal for regular and nonregular employees of the agency, and coordinate with offices/national agencies in line with compensation and benefits;	Advanced
	<i>Other Core Functions</i>	
15%	Prepare Notices of Salary Adjustments (NOSA) and Notice of Step Increments (NOSI) for employees;	Advanced
10%	Prepare office/agency reports and activity designs/terminal reports as may be required, and perform administrative tasks as may be instructed;	Advanced
10%	Perform 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/or office equipment	Advanced
	<i>Support Functions and Other Collateral Duties</i>	
3%	Attend L&D activities as may be instructed;	Basic
3%	Attend Inter-/Intra-Office Activities in the agency;	Basic
2%	Perform tasks related to membership to special bodies, if any;	Basic
2%	Facilitate the housekeeping and messengerial services of the office;	Basic
5%	Accomplish other tasks that may be assigned from time to time.	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 Relevant Training Sheet
- 8 Awards Received Sheet
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 12 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: **September 15 to October 02, 2023**

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

https://bit.ly/MGOP_September2023

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	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	ITEM NUMBER	258
ASSIGNED OFFICE	SLAUGHTERHOUSE OPERATIONS DIVISION	SALARY GRADE	1
MONTHLY SALARY	11,700.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Must be able to read and write	COMPETENCIES	Core competencies
TRAINING	None required		
EXPERIENCE	None required		
ELIGIBILITY	None required (MC 10, s. 2013 - Cat. III)		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
40%	Assist in the maintenance of the accredited Slaughterhouse facility particularly in the implementation of the Standard Sanitation Operating Procedures.	Intermediate
20%	Implement general cleanliness and orderliness of the whole Slaughterhouse premises.	Basic
	<i>Other Core Functions</i>	
15%	Assist in the supervision of the cleaning of the Slaughterhouse premises done by the Job Order employees.	Basic
10%	Assist in the maintenance of assigned equipment, furniture and fixtures.	Basic
5%	Assist in the delivery of messengerial services.	Basic
	<i>Support Functions and Other Collateral Duties</i>	
10%	Accomplish other tasks that may be assigned from time to time.	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 Relevant Training Sheet
- 8 Awards Received Sheet
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 12 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.