

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:

16-Jan-24

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	Municipal Government Department Head I (Market Supervisor V)	247	24	81,070.00	Masteral Degree	24 hours of training in management and supervision	4 years in position involving management and supervision	Career Service (Professional) Second Level Eligibility	Leadership, core and organizational competencies	Market Operations Department
2	Dentist II	182	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	Local Revenue Collection Officer II	140	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
4	Cooperatives Development Specialist I	36	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	Office of the Municipal Mayor - Cooperatives Development Services Unit

5	Labor and Employment Officer I	40	11	24,300.00	Bachelor's degree preferably in any of the following: Operations Management; Human Resource Management; Human Resource Development; and/or allied fields	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Office of the Municipal Mayor - Special Concerns Division, Labor and Employment Services Unit
6	Youth Development Officer I	39	10	20,858.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Office of the Municipal Mayor - Youth Development Services Unit
7	Agricultural Technologist	224	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
8	Administrative Aide VI (Clerk III)	171	6	15,798.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Disaster Risk Reduction and Management Office
9	Administrative Aide VI (Accounting Clerk II)	123	6	15,798.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Accounting Office

10	Administrative Aide I (Laborer I)	25	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	General Services Office
11	Administrative Aide I (Utility Worker I)	260	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 January 31, 2024.

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\*\*\*Requirements:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last 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](mailto: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: **January 16-31, 2024**

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

[https://bit.ly/MGOP\\_January2024](https://bit.ly/MGOP_January2024)

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### POSITION PROFILE:

POSITION TITLE	<b>MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MARKET SUPERVISOR V)</b>		
ASSIGNED OFFICE	<b>MARKET OPERATIONS DEPARTMENT</b>	ITEM NUMBER	<b>247</b>
MONTHLY SALARY	<b>81,070.00</b>	SALARY GRADE	<b>24</b>

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Masteral Degree</b>	COMPETENCIES	<b>Leadership, core and organizational competencies</b>
TRAINING	<b>24 hours of training in management and supervision</b>		
EXPERIENCE	<b>4 years in position involving management and supervision</b>		
ELIGIBILITY	<b>Career Service (Professional) Second Level Eligibility</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
25%	In charge of the overall planning, budgeting, defense and review of Plans Implementation and Reports such as: AIP, SIP, Annual Budget, CapDev, GAD, L&D Plan, Annual Accomplishment Report, and AAPA. Comply with LCE Directives and AOM. Monitor the status of PPAs Fund Utilization and Office Collectibles. Assist in the preparation of the Agency Seal of Good Local Governance, and Other Compliance to National Agencies. Submit Stalls and Occupants Inventory, Market Business Plan, and Meat Inventory.	Superior
25%	Review and submit Monthly Municipal Food Terminal Report, Monthly Public Comfort Room Income Report, Annual Summary Report of Slaughtered Animals, Stall Rental Payment Monitoring Report. Review of issued Stall Occupancy Clearances, Stall Renovation and Promotional Letters. Verification of Meat Inspection Certificate (MIC) and Cash Tickets Issuance Monitoring Report, Monitoring of Repair and Maintenance Services, Public Assistance, and Maintenance of Cleanliness at the Public Market.	Superior
	<b><i>Other Core Functions</i></b>	
15%	Review Common Reports and/or Documents such as: Activity Design, Terminal and Tracking Report, LBAC, Annual Inventory of Office Supplies and Equipment, L&D and Road Clearing Monitoring Report, Monthly Accomplishment, Client Satisfaction and Vehicle Status Report and other reports required through memorandum.	Advanced
10%	Supervise, monitor and assess all staff, and prepare personnel documents.	Superior
10%	Conduct consultation and technical assistance services to the public and supervise administrative services.	Advanced
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Conduct meetings and provide assistance on different Market Vendors Association.	Advanced
5%	Conduct and attend Trainings/Seminars/Fora/Workshop/Benchmarking, Flag Raising/ Retreat Activities and Linis Bayan Activities.	Basic

3%	Perform duties and functions stated in membership on Special Bodies/Committees.	Advanced
2%	Perform other services and collateral duties to be assigned and directed by the Municipal Mayor.	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.



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### POSITION PROFILE:

POSITION TITLE	<b>DENTIST II</b>	ITEM NUMBER	<b>182</b>
ASSIGNED OFFICE	<b>MUNICIPAL HEALTH OFFICE</b>	SALARY GRADE	<b>17</b>
MONTHLY SALARY	<b>43,030.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
25%	Render professional, diagnostics, preventive and treatment services to patients.	Advanced
25%	Prepare monthly dental services report.	Basic
	<b><i>Other Core Functions</i></b>	
15%	Prepare activity design and equivalent terminal report for dental related activities.	Basic
10%	Prepare official documents and outgoing communications related to dental services.	Basic
10%	Perform other core functions: prepare and submit personnel documents, maintain office equipment under custody, and provide technical assistance to clients.	Basic
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Attend L&D activities as may be instructed.	Basic
5%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies.	Basic
2%	Perform other related tasks as may be assigned by the immediate supervisor.	Basic
<b>100%</b>		

### LIST OF COMPLETE REQUIREMENTS:

#### Primary Requirements:

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- 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
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### POSITION PROFILE:

POSITION TITLE	<u>LOCAL REVENUE COLLECTION OFFICER II</u>	ITEM NUMBER	<u>140</u>
ASSIGNED OFFICE	<u>MUNICIPAL TREASURY OFFICE</u>	SALARY GRADE	<u>15</u>
MONTHLY SALARY	<u>32,957.00</u>		

### QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
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
	<b><i>Other Core Functions</i></b>	
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
	<b><i>Support Functions and Other Collateral Duties</i></b>	
15%	Exercise such power and perform such other duties and functions as may be prescribed by law or ordinance.	Intermediate
<b>100%</b>		

### LIST OF COMPLETE REQUIREMENTS:

#### Primary Requirements:

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#### Secondary Requirements:

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### POSITION PROFILE:

POSITION TITLE	<b>COOPERATIVES DEVELOPMENT SPECIALIST I</b>		
ASSIGNED OFFICE	<b>OFFICE OF THE MUNICIPAL MAYOR - COOPERATIVES DEVELOPMENT SERVICES</b>	ITEM NUMBER	<b>36</b>
MONTHLY SALARY	<b>UNIT 24,300.00</b>	SALARY GRADE	<b>11</b>

### QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
40%	Deliver Cooperatives Development Services: (1) Provide technical assistance to existing cooperatives on topics such as governance, finance, marketing, and member engagement; (2) Facilitate training workshops and educational sessions for cooperative members and leaders; (3) Conduct compliance checks and ensure cooperatives are operating according to legal and regulatory requirements.	Superior
10%	Assist the Municipal Mayor in the supervision and monitoring of the CSD Unit; and prepare office development plans; annual budget, AAPA and similar documents.	Superior
	<b><i>Other Core Functions</i></b>	
10%	Comply with LCE's directives; submit documents required by national agencies; respond to Audit Observation Memorandum, if any.	Advanced
10%	Prepare activity design and equivalent terminal report for cooperatives development-related activities; and prepare cooperatives development-related reports.	Advanced
10%	Provide technical assistance to clients of the CDS Unit; and provide Secretariat Services to relevant committees and special bodies, if applicable.	Advanced
5%	Maintain Office equipment under custody; and prepare and submit personnel documents.	Advanced
	<b><i>Support Functions and Other Collateral Duties</i></b>	
3%	Attend L&D activities as may be instructed.	Advanced
3%	Attend Inter-/Intra-Office Activities in the agency.	Advanced
3%	Perform tasks related to membership to special bodies, if applicable.	Advanced
6%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Advanced
<b>100%</b>		

### LIST OF COMPLETE REQUIREMENTS:

#### Primary Requirements:

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**Secondary Requirements:**

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### POSITION PROFILE:

POSITION TITLE	<b>LABOR AND EMPLOYMENT OFFICER I</b>	ITEM NUMBER	<b>40</b>
ASSIGNED OFFICE	<b>OFFICE OF THE MUNICIPAL MAYOR - SPECIAL CONCERNS DIVISION, LABOR AND EMPLOYMENT SERVICES UNIT</b>	SALARY GRADE	<b>11</b>
MONTHLY SALARY	<b>24,300.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Bachelor's degree preferably in any of the following: Operations Management; Human Resource Management; Human Resource Development; and/or allied fields</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None required</b>		
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>Career Service (Professional) Second Level Eligibility</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b>Strategic Objectives and Inherent Core Functions</b>	
30%	Provide clients with accessible and basic labor and employment consultation services.	Superior
10%	Maintain an updated and verified Local Jobseekers Profile and prepare a monthly report; prepare an annual Labor Market Status Report; and prepare No Objection Certificate (NOC).	Superior
10%	Assist the Special Concerns Focal in the implementation of relevant Special National Programs, and provide assistance during the conduct of Special Recruitment Activities.	Superior
	<b>Other Core Functions</b>	
5%	Prepare office development plans; annual budget, AAPA and similar documents.	Advanced
5%	Prepare responses to LCE's directives; prepare documents required by national agencies; prepare responses to Audit Observation Memorandum, if any.	Advanced
5%	Assist in the maintenance of the Statistical and Performance Reporting System (SPRS).	Advanced
5%	Prepare outgoing communications, activity design and equivalent terminal report for labor and employment-related activities; and prepare office reports; receive and record incoming communications.	Advanced
5%	Provide technical assistance to clients; prepare responses to feedbacks and complaints; and provide Secretariat Services to relevant to committees and special bodies, if applicable.	Advanced
5%	Prepare and process procurement documents.	Advanced
5%	Maintain Office equipment under custody; and prepare and submit personnel documents.	Advanced
	<b>Support Functions and Other Collateral Duties</b>	Advanced

3%	Attend L&D activities as may be instructed.	Advanced
3%	Attend Inter-/Intra-Office Activities in the agency.	Advanced
3%	Perform tasks related to membership to special bodies, if applicable.	Advanced
6%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the immediate supervisor.	Advanced
<b>100%</b>		

**LIST OF COMPLETE REQUIREMENTS:**

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**POSITION PROFILE:**

POSITION TITLE	<b>YOUTH DEVELOPMENT OFFICER I</b>		
ASSIGNED OFFICE	<b>OFFICE OF THE MUNICIPAL MAYOR - YOUTH DEVELOPMENT SERVICES UNIT</b>	ITEM NUMBER	<b>39</b>
		SALARY GRADE	<b>10</b>
MONTHLY SALARY	<b>20,858.00</b>		

**QUALIFICATION STANDARDS OF THE POSITION:**

EDUCATION	<b>Bachelor's degree</b>		
TRAINING	<b>None required</b>	COMPETENCIES	<b>Core and organizational competencies</b>
EXPERIENCE	<b>None required</b>		

ELIGIBILITY **Career Service (Professional) Second Level Eligibility**

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
30%	Develop and implement youth programs in areas such as education, employment, health, leadership, and social emotional learning. Provide information, advice and guidance to community organizations in developing youth provision, ensuring the groups understand their purpose, responsibilities and best practice, and the role of the council in supporting them. Conduct research and needs assessments to understand the challenges and aspirations of young people in the community.	Superior
10%	Assist the Municipal Mayor in the supervision and monitoring of the LYD Unit; and prepare office development plans; annual budget, AAPA and similar documents.	Superior
10%	Review Sangguniang Kabataan Comprehensive Barangay Youth Development Plan (CBYDP) and Annual Barangay Youth Investment Program (ABYIP).	Superior
	<b><i>Other Core Functions</i></b>	
10%	Comply with LCE's directives; submit documents required by national agencies; respond to Audit Observation Memorandum, if any.	Advanced
10%	Prepare activity design and equivalent terminal report for youth and development-related activities; and prepare youth development-related reports.	Advanced
10%	Provide technical assistance to clients of the LYD Unit; and provide Secretariat Services to relevant committees and special bodies, if applicable.	Advanced
5%	Maintain Office equipment under custody; and prepare and submit personnel documents.	Advanced
	<b><i>Support Functions and Other Collateral Duties</i></b>	
3%	Attend L&D activities as may be instructed.	Advanced
3%	Attend Inter-/Intra-Office Activities in the agency.	Advanced
3%	Perform tasks related to membership to special bodies, if applicable.	Advanced

6%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Advanced
100%		

**LIST OF COMPLETE REQUIREMENTS:**

**Primary Requirements:**

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- 4 Certificate of Eligibility (if required by the position);
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**Secondary Requirements:**

- 6 Work Experience Sheet
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# 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

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**POSITION PROFILE:**

POSITION TITLE	<b>AGRICULTURAL TECHNOLOGIST</b>	ITEM NUMBER	<b>224</b>
ASSIGNED OFFICE	<b>MUNICIPAL AGRICULTURE OFFICE</b>	SALARY GRADE	<b>10</b>
MONTHLY SALARY	<b>20,858.00</b>		

**QUALIFICATION STANDARDS OF THE POSITION:**

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b>Strategic Objectives and Inherent Core Functions</b>	
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
	<b>Other Core Functions</b>	
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
	<b>Support Functions and Other Collateral Duties</b>	
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
<b>100%</b>		

**LIST OF COMPLETE REQUIREMENTS:**

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### POSITION PROFILE:

POSITION TITLE	<b>ADMINISTRATIVE AIDE VI (CLERK III)</b>	ITEM NUMBER	<b>171</b>
ASSIGNED OFFICE	<b>MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>	SALARY GRADE	<b>6</b>
MONTHLY SALARY	<b>15,798.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
10%	Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers.	Basic
5%	Facilitate the registration and accreditation of Active Community Disaster Volunteers.	Basic
10%	Maintains 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 communities.	Basic
10%	Disseminate information and raise public awareness about those hazards, vulnerabilities, risks and promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter.	Basic
10%	Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas specially to the vulnerable sectors (women, children, senior citizen and PWD).	Basic
5%	Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level.	Basic
	<b><i>Other Core Functions</i></b>	
15%	Submit Office Monthly Accomplishment Reports and Client Satisfaction Measurement.	Basic
20%	Record and files incoming and outgoing communication, letters and routine endorsement.	Basic
10%	Process all procurement of the office.	Basic
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Perform other task that may be delegated by the head of office.	Basic
<b>100%</b>		

### LIST OF COMPLETE REQUIREMENTS:

#### Primary Requirements:

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### POSITION PROFILE:

POSITION TITLE	<b>ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)</b>		
ASSIGNED OFFICE	<b>MUNICIPAL ACCOUNTING OFFICE</b>	ITEM NUMBER	<b>123</b>
MONTHLY SALARY	<b>15,798.00</b>	SALARY GRADE	<b>6</b>

### QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b>Strategic Objectives and Inherent Core Functions</b>	
35%	Post all obligations and payments in the Registry of Appropriation, Allotment and Obligations for General Fund (Personal Services, MOOE, and Capital Outlay).	Superior
15%	Prepare Statement of Appropriation, Allotment, Obligation and Balances.	Superior
	<b>Other Core Functions</b>	
5%	Verify availability of funds for all Purchase Orders for General Fund.	Superior
20%	Verify availability of funds for all financial claims for General Fund.	Superior
3%	Prepare Statement of Comparison of Budget and Actual Obligations.	Superior
2%	Prepare Certificate of Availability of Fund for General Fund.	Superior
2%	Prepare other reports assigned by the supervisor.	Superior
1%	Provide technical assistance to clients.	Superior
1%	Maintain office properties under custody.	Superior
1%	Prepare and submit personnel documents.	Superior
	<b>Support Functions and Other Collateral Duties</b>	
3.8%	Attend L&D activities as may be instructed.	Superior
3.8%	Attend Inter-/Intra-Office Activities in the agency.	Superior
3.8%	Perform tasks related to membership to special bodies, if applicable.	Superior
3.6%	Perform other related tasks as may be assigned by the immediate supervisor.	Superior
<b>100%</b>		

### LIST OF COMPLETE REQUIREMENTS:

#### Primary Requirements:

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### POSITION PROFILE:

POSITION TITLE	<u>ADMINISTRATIVE AIDE I (LABORER I)</u>	ITEM NUMBER	<u>25</u>
ASSIGNED OFFICE	<u>GENERAL SERVICES OFFICE</u>	SALARY GRADE	<u>1</u>
MONTHLY SALARY	<u>11,700.00</u>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Must be able to read and write</u>	COMPETENCIES	<u>Core 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
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
50%	Focal for maintainance of municipal park (landscaping, gardening, grass cutting).	Basic
	<b><i>Other Core Functions</i></b>	
35%	Assist in other maintenance and janitorial services at municipal park and municipal compound like sweeping of grounds, segregation of waste for disposal and sanitation of public comfort rooms, assist in repair and maintenance of equipment and concrete structures.	Basic
	<b><i>Support Functions and Other Collateral Duties</i></b>	
15%	Assist in other administrative task assigned.	Intermediate
<b>100%</b>		

### LIST OF COMPLETE REQUIREMENTS:

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### POSITION PROFILE:

POSITION TITLE	<b>ADMINISTRATIVE AIDE I (UTILITY WORKER I)</b>		
ASSIGNED OFFICE	<b>SLAUGHTERHOUSE OPERATIONS DIVISION</b>	ITEM NUMBER	<b>260</b>
MONTHLY SALARY	<b>11,700.00</b>	SALARY GRADE	<b>1</b>

### QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b>Strategic Objectives and Inherent Core Functions</b>	
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
	<b>Other Core Functions</b>	
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
	<b>Support Functions and Other Collateral Duties</b>	
10%	Accomplish other tasks that may be assigned from time to time.	Basic
<b>100%</b>		

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