

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: 24-May-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 Assistant Department Head I (Municipal Assistant Treasurer)	136	22	64,360.00	College degree preferably in commerce, public administration, or law from a recognized college or university	None required	At least three (3) years experience in the treasury or accounting service	First grade civil service eligible or its equivalent	Leadership, core and organizational competencies	Municipal Treasury Office
2	Veterinarian III	226	19	46,221.00	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Core and organizational competencies	Municipal Agriculture Office
3	Administrative Officer IV (Management and Audit Analyst II)	4	15	32,957.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Leadership, core and organizational competencies	Office of the Municipal Mayor

4	Dentist I	189	14	33,843.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080	Core and organizational competencies	Municipal Health Office
5	Agricultural Technologist	231	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
6	Revenue Collection Clerk II	154	7	16,758.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Treasury Office
7	Ticket Checker	140	3	13,210.00	High School graduate	None required	None required	None required (MC 10 s. 2013 - Cat. III)	Core and organizational competencies	Municipal Treasury 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 June 10, 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;
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

apply.mgop@gmail.com

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 27 to June 10, 2024**

File your application online and upload complete requirements through the MGOP Job Application Portal:
https://bit.ly/MGOP_May2024

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POSITION PROFILE:

POSITION TITLE	Municipal Government Assistant Department Head I (Municipal Assistant Treasurer)		
ASSIGNED OFFICE	Municipal Treasury Office	ITEM NUMBER	136
MONTHLY SALARY	64,360.00	SALARY GRADE	22

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	College degree preferably in commerce, public administration, or law from a recognized college or university		
TRAINING	None required	COMPETENCIES	Leadership, core and organizational competencies
EXPERIENCE	At least three (3) years experience in the treasury or accounting service		
ELIGIBILITY	First grade civil service eligible or its equivalent		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	Strategic Objectives and Inherent Core Functions	
45%	Assist the Municipal Treasurer and perform duties to be assigned by the latter; administer oaths concerning notices and notifications to those delinquent in the payment of the real property tax and concerning official matters relating to the accounts of the treasurer or otherwise arising in the office of the treasurer and assessor.	Advanced
5%	Implement and supervise Tax Collection and Enforcement Program, Quarterly Report of Real Property Tax Collection by Classification; and prepare Individual Performance Commitment and Review (IPCR).	Advanced
	Other Core Functions	
20%	Assist in the preparation of Office Development Plans/ Investment Programs and Office Accomplishment/Assessment Reports; provide assistance in the preparation of: (1) responses to LCE's Directives, (2) compliances to directives of National Agencies to the office, and (3) response to Audit Observation Memorandum received by the office.	Advanced
10%	Prepare the Monthly Financial Report, Monthly Report of Real Property Tax Collection by Classification, and Tax Clearance	Advanced
5%	Prepare Office Activity Design, Terminal Report, Tracking Report, Local Budget Accountability Report Form No. 3, Office Monthly Accomplishment Report and other required reports	Advanced

Support Functions and Other Collateral Duties		
5%	Attend L&D activities as may be instructed.	Basic
4%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies.	Basic
3%	Perform other related tasks as may be assigned by the immediate supervisor.	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.



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POSITION PROFILE:

POSITION TITLE	<u>Veterinarian III</u>	ITEM NUMBER	<u>226</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>Doctor of Veterinary Medicine</u>	COMPETENCIES	<u>Core and organizational competencies</u>
TRAINING	<u>8 hours of relevant training</u>		
EXPERIENCE	<u>2 years of relevant experience</u>		
ELIGIBILITY	<u>RA 1080</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
10%	Be at the frontline of veterinary-related activities, such as in the outbreak of highly contagious and deadly diseases; be at the frontline of the delivery of basic veterinary services; and take necessary measures to diagnose, eradicate, prevent, or cure all forms of animal diseases.	Intermediate
10%	Monitor livestock in the municipality; prepare Livestock Production Report; submit inventory report of livestock such as swine, poultry and the like; and submit documents required by concerned national agencies	Intermediate
10%	Formulate Livestock Development Plan to increase production, raise the income of clientele in the municipality/barangays covered, and uplift the wellbeing of the community	Intermediate
10%	Assist the Municipal Agriculturist in the implementation of all livestock-related projects and programs and all External Assistance Programs from the national agencies	Intermediate
5%	Regulate and inspect livestock, poultry, milk and dairy products for public consumption; facilitate the issuance of Animal Inspection Certificate	Intermediate
3%	Conduct artificial insemination for livestock, and anti-rabies vaccination for cats and dogs	Intermediate
2%	Formulate measures for consideration of sanggunian, develop livestock plans and strategies upon the approval of the Mayor, and implement the same	Intermediate
	<i>Other Core Functions</i>	
20%	Provide technical assistance to clients in carrying out measures to ensure the delivery of basic services	Intermediate

8%	Prepare periodic office reports and all other reports/required documents; perform messengerial services to assigned barangays; maintain office properties under custody; and submit required personnel documents	Intermediate
7%	Prepare activity design and equivalent terminal report for livestock-related activities	Intermediate
Support Functions and Other Collateral Duties		
5%	Attend L&D activities as may be instructed.	Intermediate
3%	Attend Inter-/Intra-Office Activities in the agency.	Intermediate
2%	Perform tasks related to membership to special bodies (if applicable).	Intermediate
5%	Perform other related tasks as may be assigned by the immediate supervisor.	Intermediate
100%		

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POSITION PROFILE:

POSITION TITLE	Administrative Officer IV (Management and Audit Analyst II)		
ASSIGNED OFFICE	Office of the Municipal Mayor	ITEM NUMBER	4
MONTHLY SALARY	32,957.00	SALARY GRADE	15

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's degree relevant to the job	COMPETENCIES	Leadership, core and organizational
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
	Strategic Objectives and Inherent Core Functions	
20%	Provide appropriate advice to the Local Chief Executive on all matters pertaining to management control and operations audit	Superior
15%	Conduct management and operations audit of MGOP offices to determine the extent to which they are in compliance with their mandate, policies, government regulations, established objectives, systems, procedures/processes, and contractual obligations.	Superior
15%	Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action	Superior
	Other Core Functions	
10%	Prepare office development plans; annual budget, AAPA and similar documents	Advanced
10%	Prepare responses to LCE's directives; prepare documents required by national agencies; prepare responses to Audit Observation Memorandum, if any	Advanced
5%	Prepare outgoing communications, activity designs and equivalent terminal report for Internal Audit Service-related activities; 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 committees and special bodies, if applicable.	Advanced
5%	Maintain office equipment under custody; and prepare and submit personnel documents	Advanced
	Support Functions and Other Collateral Duties	

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 other related tasks as may be assigned by the immediate supervisor.	Advanced
100%		

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POSITION PROFILE:

POSITION TITLE	<u>Dentist I</u>	ITEM NUMBER	<u>189</u>
ASSIGNED OFFICE	<u>Municipal Health Office</u>	SALARY GRADE	<u>14</u>
MONTHLY SALARY	<u>33,843.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Doctor of Dental Medicine or Dental Surgery</u>	COMPETENCIES	<u>Core and organizational competencies</u>
TRAINING	<u>None required</u>		
EXPERIENCE	<u>None required</u>		
ELIGIBILITY	<u>RA 1080</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
25%	Render professional, diagnostic, preventive and treatment services to patients of the Dental Services Unit of the Municipal Health Office	Advanced
25%	Prepare monthly Dental Services report	Basic
	<i>Other Core Functions</i>	
15%	Prepare activity designs and equivalent terminal reports for dental services-related activities	Basic
10%	Perform other core functions:preparation and submission of personnel documents, maintenance of office equipment under custody, provision of technical assistance to clients	Basic
5%	Prepare official documents such as outgoing communications related to dental services	Basic
5%	Attend and provide emergency response during disasters and others	Basic
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attend L&D activities as may be instructed.	Basic
5%	Attend Inter-/Intra-Office Activites 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
100%		

LIST OF COMPLETE REQUIREMENTS:**Primary Requirements:**

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- 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:

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POSITION PROFILE:

POSITION TITLE	<u>Agricultural Technologist</u>	ITEM NUMBER	<u>231</u>
ASSIGNED OFFICE	<u>Municipal Agriculture Office</u>	SALARY GRADE	<u>10</u>
MONTHLY SALARY	<u>20,858.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
20%	Facilitate all boat registration (new and renewal); prepare Fishing Vessel Monthly Report; and submit inventory report of Fish Vessels	Intermediate
2%	Formulate Fishery Development Plan to increase production, raise the income of clientele in the municipality/barangays covered, and uplift the wellbeing of the community	Intermediate
5%	Issue Auxiliary Invoice to fish and fishery products prior to their transport from the origin to the point of destination	Intermediate
5%	submit documents required by concerned national agencies	Intermediate
10%	Assist the Municipal Agriculturist in the implementation of all Fishery Management Programs and all External Assistance Programs from the national agencies	Intermediate
8%	Facilitate law enforcement in municipal waters which involves the combination of information dissemination campaigns and patrolling	Intermediate
	<i>Other Core Functions</i>	
15%	Provide technical assistance to clients; recommend cooperative marketing strategies to secure loans; promote/maintain clientele organization and the like	Intermediate
10%	Prepare periodic office reports and all other reports/required documents; perform messengerial services to assigned barangays; maintain office properties under custody; and submit required personnel documents	Intermediate
8%	Prepare activity design and equivalent terminal report for fishery-related activities	Intermediate
2%	Prepare certifications for commercial vessels	Intermediate

Support Functions and Other Collateral Duties		
5%	Attend L&D activities as may be instructed.	Intermediate
5%	Attend Inter-/Intra-Office Activities in the agency.	Intermediate
3%	Perform tasks related to membership to special bodies (if applicable).	Intermediate
2%	Perform other related tasks as may be assigned by the immediate supervisor.	Intermediate
100%		

LIST OF COMPLETE REQUIREMENTS:**Primary Requirements:**

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POSITION PROFILE:

POSITION TITLE	<u>Revenue Collection Clerk II</u>	ITEM NUMBER	<u>154</u>
ASSIGNED OFFICE	<u>Municipal Treasury Office</u>	SALARY GRADE	<u>7</u>
MONTHLY SALARY	<u>16,758.00</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
	<i>Strategic Objectives and Inherent Core Functions</i>	
30%	Collect, remit and deposit Real Property Tax payments	Advanced
10%	Provide assistance in the preparation of financial reports, and Office Annual Gender and Development Plan	Advanced
10%	Provide assistance in the preparation of Individual Performance Commitment and Review	Intermediate
	<i>Other Core Functions</i>	
20%	Assist in the preparation of Office Reports such as Annual Inventory of Office Equipment, Office GAD Accomplishment Report, and all other required reports	Advanced
10%	Facilitate the procurement services of the office	Advanced
5%	Perform administrative tasks	Advanced
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attend L&D activities as may be instructed.	Basic
4%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies.	Basic
3%	Perform other related tasks as may be assigned by the immediate supervisor.	Basic
100%		

LIST OF COMPLETE REQUIREMENTS:

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POSITION PROFILE:

POSITION TITLE	<u>Ticket Checker</u>	ITEM NUMBER	<u>140</u>
ASSIGNED OFFICE	<u>Municipal Treasury Office</u>	SALARY GRADE	<u>3</u>
MONTHLY SALARY	<u>13,210.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>High 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
	<i>Strategic Objectives and Inherent Core Functions</i>	
35%	Inspect cash tickets distributed to market stall holders and vendors	Intermediate
10%	Provide assistance in the preparation of financial reports; eSRE (Electronic Statement of Receipts and Expenditures), Form 60, LBAc Form 4	Intermediate
5%	Provide assistance in the preparation of Individual Performance Commitment and Review	Intermediate
	<i>Other Core Functions</i>	
10%	Provide assistance in the preparation of Tax Clearance	Intermediate
5%	Prepare and submit documents for Full Disclosure Policy Portal, and all other required reports	Intermediate
10%	Maintain and update iTax Database	Intermediate
10%	Perform administrative tasks	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attend L&D activities as may be instructed.	Basic
4%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies.	Basic
3%	Perform other related tasks as may be assigned by the immediate supervisor.	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.