

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:

31-Jul-24

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	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
2	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
3	Administrative Officer III (Records Officer II)	124	14	30,459.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Accounting Office
4	Cooperatives Development Specialist I	39	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	Administrative Assistant II (Budgeting Aide)	115	8	17,770.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Core and organizational competency	Municipal Budget Office

6	Draftsman I	102	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
7	Administrative Aide VI (Clerk III)	70	6	15,798.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional I) First Level Eligibility	Core and organizational competencies	Office of the Vice Mayor
8	Administrative Aide IV (Driver II)	198	4	15,586.00	Elementary/ Secondary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Category IV)	Core and organizational competencies	Municipal Health Office
9	Administrative Aide IV (Driver II)	13	4	14,027.00	Elementary/ Secondary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013 - Category IV)	Core and organizational competencies	Office of the Municipal Mayor
10	Administrative Aide IV (Bookbinder II)	179	4	14,027.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Municipal Disaster Risk Reduction and Management Office
11	Administrative Aide III (Driver I)	182	3	13,210.00	Elementary/ Secondary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013 - Category IV)	Core and organizational competencies	Municipal Disaster Risk Reduction and Management Office
12	Administrative Aide II (Messenger)	16	2	12,437.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Office of the Municipal Mayor

13	Administrative Aide II (Messenger)	17	2	12,437.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Office of the Municipal Mayor
14	Administrative Aide II (Bookbinder I)	18	2	12,437.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Office of the Municipal Mayor
15	Administrative Aide II (Messenger)	120	2	12,437.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Municipal Budget 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 August 16, 2024.

\*\*\*The Municipal Government of Pinamalayan upholds equality in the recruitment, selection and placement (RSP) processes, and strictly prohibits discrimination, prejudice and impartiality regarding sex, age, ethnicity, civil status, physical condition, religious affiliation and political connection of applicants in the conduct of RSP processes.

\*\*\*Requirements:

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

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

[https://bit.ly/MGOP\\_JulyAugust2024](https://bit.ly/MGOP_JulyAugust2024)

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### POSITION PROFILE:

POSITION TITLE	<b>Veterinarian III</b>	ITEM NUMBER	<b>226</b>
ASSIGNED OFFICE	<b>Municipal Agriculture Office</b>	SALARY GRADE	<b>19</b>
MONTHLY SALARY	<b>46,221.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Doctor of Veterinary Medicine</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>8 hours of relevant training</b>		
EXPERIENCE	<b>2 years 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>	
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
	<b><i>Other Core Functions</i></b>	
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
<b>Support Functions and Other Collateral Duties</b>		
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
<b>100%</b>		

**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>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
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
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
	<b><i>Other Core Functions</i></b>	
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
	<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 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
<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>Administrative Officer III (Records Officer II)</u>	ITEM NUMBER	<u>124</u>
ASSIGNED OFFICE	<u>Municipal Accounting Office</u>	SALARY GRADE	<u>14</u>
MONTHLY SALARY	<u>30,459.00</u>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Bachelor's degree</u>	COMPETENCIES	<u>Core and organizational competencies</u>
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%	Maintain and update all office records	Superior
20%	Review all financial claims for Special Education Fund, Trust Fund and PFPR	Superior
5%	Prepare all Journal Entries, and post and prepare Trial Balance for SEF, Trust Fund, and PFPR	Superior
5%	Prepare Individual Performance Commitment and Review	Superior
	<b><i>Other Core Functions</i></b>	
20%	Post all entries to General Ledger for SEF, Trust Fund and PFPR	Superior
3%	Prepare Record of Appropriations and Obligations (RAAO) for SEF	Superior
3%	Prepare Monthly Remittance Lists and SAAOB for SEF	Superior
3%	Prepare Liquidation Reports for Fund Transfer under Trust Fund	Superior
2%	Prepare Certificate of Availability of Funds for SEF, Trust Fund, and PFPR	Superior
1%	Prepare other reports assigned by the supervisor	Superior
1%	Provide technical assistance to clients and render Secretariat Service to assigned committee/s	Superior
1%	Maintain office properties under custody	Superior
1%	Prepare and submit personnel documents	Superior
	<b><i>Support Functions and Other Collateral Duties</i></b>	
3%	Attend L&D activities as may be instructed.	Superior
2%	Attend Inter-/Intra-Office Activities in the agency.	Superior



2%	Perform tasks related to membership to special bodies.	Superior
3%	Perform other related tasks as may be assigned by the immediate supervisor.	Superior
100%		

**LIST OF COMPLETE REQUIREMENTS:****Primary 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 Unit</b>	ITEM NUMBER <b>36</b>
MONTHLY SALARY	<b>24,300.00</b>	SALARY GRADE <b>11</b>

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Bachelor's degree relevant to the job</b>	
TRAINING	<b>None required</b>	COMPETENCIES <b>Core and organizational competencies</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 CDS 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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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Assistant II (Budgeting Aide)</b>	ITEM NUMBER	<b>115</b>
ASSIGNED OFFICE	<b>Municipal Budget Office</b>	SALARY GRADE	<b>8</b>
MONTHLY SALARY	<b>17,770.00</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>4 hours of relevant training</b>		
EXPERIENCE	<b>1 year of relevant experience</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%	Assist the Administrative Officer IV in the preparation of the Agency Annual Budget	Advanced
25%	Prepare quarterly Allotment Release Order; maintain Registry of Appropriations, Allotments and Obligations and monthly Statement of Appropriations, Allotment and Obligation Balances; encode ObRes for Capital Outlays of different offices; consolidate Annual Procurement Plan; and prepare Budget Certifications	Advanced
10%	Encode Office Annual Budget, Office Annual Accomplishment Report, e-SRE Report, e-PFMAT, and DRRM Fund Utilization Report	Advanced
5%	Prepare semestral Individual Performance Commitment and Review	Advanced
	<b><i>Other Core Functions</i></b>	
10%	Prepare responses to LCE Directives, Other Compliance to National Agencies, AOM Responses, and Other Reports	Advanced
5%	Encode documents for Full Disclosure Policy Portal	Advanced
10%	Provide technical assistance in budget preparation and execution services	Advanced
5%	Maintain office properties under custody; address feedbacks and complaints; and prepare personnel documents	Basic
5%	Prepare monthly road clearing report	Basic
	<b><i>Support Functions and Other Collateral Duties</i></b>	
4%	Attend L&D activities as may be instructed.	Basic
3%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies, if applicable.	Basic

5%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Basic
100%		

**LIST OF COMPLETE REQUIREMENTS:**

**Primary Requirements:**

- 1 Application Letter addressed to the Head of Agency;
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### POSITION PROFILE:

POSITION TITLE	<u>Draftsman I</u>	ITEM NUMBER	<u>102</u>
ASSIGNED OFFICE	<u>Municipal Planning and Development Office</u>	SALARY GRADE	<u>6</u>
MONTHLY SALARY	<u>15,798.00</u>		

### QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
18%	Responsible in conceptualizing, designing, creating and production of computer graphics such as creative and informative materials for innovative packaging of agency's 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 ecological profiles and other similar planning documents	Advanced
10%	Assist in the conduct of agency performance appraisal/assessment, conduct of Project Monitoring and Evaluation and preparation of agency accomplishment/performance reports through sectoral assignment	Advanced
5%	In charge as technical support in the administration, continuing development and maintenance of in-house systems and databases; in the updating and maintenance of office social media platforms, official email and group chats; in keeping updated with the latest multimedia trends and techniques to enhance delivery of services through electronic platforms	Advanced
2%	Prepare Individual Performance Commitment and Review and means of verifications for calibration and validation activities	Advanced
	<b><i>Other Core Functions</i></b>	

10%	Take shared responsibility in the custodianship, maintenance and inventory of office ICT equipment, technical and scientific equipment, and other machineries while ensuring 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
10%	Assist in the preparation of office development and thematic plans, investment programs, budget, accomplishment/performance reports, profiles and other similar office reports by designing the cover, flyleaves, and conceptualizing the overall format of the documents	Advanced
8%	Extend technical assistance and coordination to barangay officials, local functionaries, Civil Society Organizations, different stakeholders, and other clients	Advanced
7%	Provide both technical and administrative services as part of the Secretariat to the Municipal Development Council; prepares all other reports and personnel documents; and perform other office administrative tasks.	Advanced
	<b>Support Functions and Other Collateral Duties</b>	
7%	Attend L&D activities as may be instructed.	Advanced
5%	Attend Inter-/Intra-Office Activities in the agency.	Advanced
1%	Perform tasks related to membership to special bodies, if applicable.	Advanced
2%	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:**

- 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)

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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

APPLICATION PERIOD: **July 31 to August 16, 2024**

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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Aide VI (Clerk III)</b>	ITEM NUMBER	<b>70</b>
ASSIGNED OFFICE	<b>Office of the Vice Mayor</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>	
30%	Provide assistance in the formulation of legislative measures, such as Codes, Ordinances, Resolutions, and Committee Reports; and provide technical assistance in the working of Sangguniang Bayan Members in the performance of their functions	Advanced
20%	Preparation of Office Learning and Development Plan and other office plans as may be required	Advanced
	<b><i>Other Core Functions</i></b>	
10%	Conduct legislative researches and prepare office reports, and other reports as may be required	Advanced
10%	Assist the Secretary to the Sangguniang Bayan in the performance of his/her duties, specifically in taking minutes of sessions, public hearings and meetings; and assist in Committee meetings, hearings and consultations	Advanced
10%	Provide legislative documents and technical assistance to clients; assist in the preparation of outgoing communications and other relative tasks; and prepare required personnel documents	Advanced
5%	Perform other clerical tasks in the office as may be required and assigned	Advanced
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Attend L&D activities as may be instructed.	Advanced
3%	Attend Inter-/Intra-Office Activities in the agency.	Advanced
2%	Perform tasks related to membership to special bodies, if applicable.	Advanced
5%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Advanced



100%		
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**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);
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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Aide IV (Driver II)</b>	ITEM NUMBER	<b>198</b>
ASSIGNED OFFICE	<b>Municipal Health Office</b>	SALARY GRADE	<b>4</b>
MONTHLY SALARY	<b>15,586.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Elementary/ Secondary School Graduate</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None required</b>		
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>Professional Driver's License (MC 10, s. 2013 - Category IV)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
35%	Provide emergency reponse by driving the official emergency vehicle/ambulance of the office/agency during medical emergencies, disasters, and other similar circumstances	Advanced
15%	Prepare and submit monthly driver's report	Advanced
5%	Responsible in the maintenance of the service vehicle	Basic
5%	Prepare the Individual Performance Commitment and Review	Basic
	<b><i>Other Core Functions</i></b>	
10%	Prepare official documents such as outgoing communications and other related documents, as may be assigned	Intermediate
10%	Maintain office properties under custody; prepare and submit required personnel documents	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 Activites in the agency.	Basic
5%	Perform tasks related to membership to special bodies, if applicable.	Basic
5%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	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)

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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Aide IV (Driver II)</b>	ITEM NUMBER	<b>13</b>
ASSIGNED OFFICE	<b>Office of the Municipal Mayor</b>	SALARY GRADE	<b>4</b>
MONTHLY SALARY	<b>14,027.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Elementary/ Secondary School Graduate</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None required</b>		
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>Professional Driver's License (MC 10, s. 2013 - Category IV)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
25%	Drive the service vehicle of the Mayor's Office	Advanced
20%	Prepare driver's report and maintain service vehicle weekly	Advanced
5%	Prepare the Individual Performance Commitment and Review	Basic
	<b><i>Other Core Functions</i></b>	
20%	Prepare outgoing communications and other office reports	Basic
15%	Maintain office equipment under custody; prepare and submit required personnel documents	Basic
	<b><i>Support Functions and Other Collateral Duties</i></b>	
3%	Attend L&D activities as may be instructed.	Basic
3%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies, if applicable.	Basic
6%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Basic
<b>100%</b>		

### 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>Administrative Aide IV (Bookbinder II)</b>	ITEM NUMBER	<b>179</b>
ASSIGNED OFFICE	<b>Municipal Disaster Risk Reduction and Management Office</b>	SALARY GRADE	<b>4</b>
MONTHLY SALARY	<b>14,027.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Elementary School Graduate</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None required</b>		
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>None required (MC 10, s. 2013 - Category III)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
50%	Prepare the official bookbinding/ final packaging of the office's Thematic Plans, Annual Investment Program, Supplemental Investment Program, Annual Budget, Office Capacity Development Plan, Annual Accomplishment Report, and Annual Agency Performance Appraisal	Basic
5%	Prepare the Individual Performance Commitment and Review	Basic
	<b><i>Other Core Functions</i></b>	
5%	Assist in the preparation of the Office LBAC Report, Office Monthly Accomplishment Report, and all other reports	Basic
5%	Maintain office properties and equipment under custody	Basic
5%	Act on feedback and complaints received, if any	Basic
5%	Submit required Personnel Documents	Basic
5%	Render Secretariat Service to assigned committee/s, if any, and provide technical assistance to clients of the office	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
5%	Perform tasks related to membership to special bodies, if applicable.	Basic
5%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Basic
<b>100%</b>		

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**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
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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Aide III (Driver I)</b>		
ASSIGNED OFFICE	<b>Municipal Disaster Risk Reduction and Management Office</b>	ITEM NUMBER	<b>182</b>
MONTHLY SALARY	<b>13,210.00</b>	SALARY GRADE	<b>4</b>

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Elementary/ Secondary School Graduate</b>		
TRAINING	<b>None required</b>	COMPETENCIES	<b>Core and organizational competencies</b>
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>Professional Driver's License (MC No. 10, s. 2013 - Category IV)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b>Strategic Objectives and Inherent Core Functions</b>	
10%	Maintain 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 communications within communities	Basic
10%	Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks; and promote and raise public awareness of and in compliance with RA 10121 and legislative provisions relevant to the purpose of the latter	Basic
15%	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 citizens, and PWDs)	Basic
10%	Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level	Basic
5%	Prepare the Individual Performance Commitment and Review	Basic
	<b>Other Core Functions</b>	
5%	Submit Office Monthly Road Clearing Monitoring Report	Basic
5%	Submit Monthly Disaster Response Report	Basic
5%	Submit Monthly Vehicle Status Report, and all other reports as may be required	Basic
5%	Maintain office properties and equipment under custody	Basic
5%	Submit required Personnel Documents	Basic



5%	Render Secretariat Service to assigned committee/s, if any, and provide technical assistance to clients of the office	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
5%	Perform tasks related to membership to special bodies, if applicable.	Basic
5%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Basic
<b>100%</b>		

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

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- 4 Certificate of Eligibility (if required by the position);
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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Aide II (Messenger)</b>	ITEM NUMBER	<b>16</b>
ASSIGNED OFFICE	<b>Office of the Municipal Mayor</b>	SALARY GRADE	<b>2</b>
MONTHLY SALARY	<b>12,437.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Elementary School Graduate</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None required</b>		
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>None required (MC 10, s. 2013 - Category III)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
25%	Perform messenger services in the office	Advanced
20%	Prepare and process office procurement documents	Advanced
5%	Prepare the Individual Performance Commitment and Review	Basic
	<b><i>Other Core Functions</i></b>	
20%	Prepare outgoing communications, Monthly Vehicle Status Report, Road Clearing Report, and other office reports	Basic
10%	Maintain office equipment under custody; and prepare and submit personnel documents	Basic
5%	Perform janitorial and housekeeping services	Basic
	<b><i>Support Functions and Other Collateral Duties</i></b>	
3%	Attend L&D activities as may be instructed.	Basic
3%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies, if applicable.	Basic
6%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Basic
<b>100%</b>		

### 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;
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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Aide II (Messenger)</b>	ITEM NUMBER	<b>17</b>
ASSIGNED OFFICE	<b>Office of the Municipal Mayor</b>	SALARY GRADE	<b>2</b>
MONTHLY SALARY	<b>12,437.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Elementary School Graduate</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None required</b>		
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>None required (MC 10, s. 2013 - Category III)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
25%	Perform messenger services in the office	Advanced
20%	Prepare and process grants for material assistance to individuals, groups, organizations, and national agencies	Advanced
5%	Prepare the Individual Performance Commitment and Review	Basic
	<b><i>Other Core Functions</i></b>	
15%	Prepare outgoing communications, Linis Bayan Report, and other office reports	Basic
15%	Prepare and process office procurement documents	Basic
5%	Maintain office equipment under custody; and prepare and submit personnel documents	Basic
	<b><i>Support Functions and Other Collateral Duties</i></b>	
3%	Attend L&D activities as may be instructed.	Basic
3%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies, if applicable.	Basic
6%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Basic
<b>100%</b>		

### 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: **July 31 to August 16, 2024**

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

[https://bit.ly/MGOP\\_JulyAugust2024](https://bit.ly/MGOP_JulyAugust2024)

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	<b>Administrative Aide II (Bookbinder I)</b>	ITEM NUMBER	<b>18</b>
ASSIGNED OFFICE	<b>Office of the Municipal Mayor</b>	SALARY GRADE	<b>2</b>
MONTHLY SALARY	<b>12,437.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Elementary School Graduate</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None required</b>		
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>None required (MC 10, s. 2013 - Category III)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
25%	Bookbind official documents of the office	Advanced
20%	Prepare and process grants for material assistance to barangays and schools	Advanced
5%	Prepare the Individual Performance Commitment and Review	Basic
	<b><i>Other Core Functions</i></b>	
10%	Prepare outgoing communications and other office reports	Basic
10%	Prepare and process office procurement documents	Basic
5%	Perform messengerial services in the office	Basic
5%	Provide technical assistance to clients; prepare responses to feedbacks and complaints; and provide Secretariat Service to relevant committees and special bodies, if applicable	Basic
5%	Maintain office equipment under custody; and prepare and submit personnel documents	Basic
	<b><i>Support Functions and Other Collateral Duties</i></b>	
3%	Attend L&D activities as may be instructed.	Basic
3%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies, if applicable.	Basic
6%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Basic
<b>100%</b>		

**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)

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## JOB VACANCY

APPLICATION PERIOD: **July 31 to August 16, 2024**

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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Aide II (Messenger)</b>	ITEM NUMBER	<b>120</b>
ASSIGNED OFFICE	<b>Municipal Budget Office</b>	SALARY GRADE	<b>2</b>
MONTHLY SALARY	<b>12,437.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Elementary School Graduate</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None required</b>		
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>None required (MC 10, s. 2013 - Category III)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
40%	Assist in the reproduction of all output document of the office (including Agency Annual Budget and Annual Procurement Plan) and forward the final package of the documents to concerned offices	Basic
10%	Prepare the Individual Performance Commitment and Review	Basic
	<b><i>Other Core Functions</i></b>	
10%	Perform messengerial services for the office, especially for documents such as outgoing reports and communications, Office Annual Budget, Office Accomplishment Report, AOM Response, and other reports	Basic
5%	Prepare Annual Inventory of Supplies and Other Supplies and other reports as may be assigned	Intermediate
5%	Assist in the procurement of goods and services of the office	Intermediate
5%	Process office claims and documents	Basic
5%	Perform housekeeping and janitorial services; maintain office properties under custody; act on feedback and complaints, if any; submit personnel documents; provide secretariat service to assigned committee, if any; and render technical services to clients, if needed	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
5%	Perform tasks related to membership to special bodies, if applicable.	Basic
5%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the LCE.	Basic



100%		
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**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);
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- 4 Certificate of Eligibility (if required by the position);
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**Secondary Requirements:**

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