

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: 27-Jan-25

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	Veterinarian III	226	19	48,486.00	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Core, organizational and leadership competencies	Municipal Agriculture Office
2	Dentist I	189	14	35,434.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080	Core and organizational competencies	Municipal Health Office
3	Cooperatives Development Specialist I	39	11	25,661.00	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
4	Youth Development Officer I	42	10	21,943.00	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

5	Agricultural Technologist	233	10	21,943.00	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	Agricultural Technologist	235	10	21,943.00	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
7	Administrative Assistant II (Accounting Clerk III)	126	8	18,481.00	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 competencies	Municipal Accounting Office
8	Revenue Collection Clerk I	148	5	15,485.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Treasury Office
9	Administrative Aide IV (Bookbinder II)	162	4	14,588.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Municipal Assessor's Office

10	Administrative Aide IV (Driver II)	13	4	14,588.00	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
----	------------------------------------	----	---	-----------	--	---------------	---------------	---	--	----------------------------------

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 February 11, 2025.

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

***Requirements:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificates of Trainings and Seminars attended relevant to the position applied for; and
6. Certificates of Employment for work experiences that are relevant to the position applied for.

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

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

NEMIA B. MONSANTO
MGDH I
Zone III, Pinamalayan, Oriental Mindoro
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: January 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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

POSITION PROFILE:

POSITION TITLE	Administrative Aide IV (Bookbinder II)	ITEM NUMBER	162
ASSIGNED OFFICE	Municipal Assessor's Office	SALARY GRADE	4
MONTHLY SALARY	14,588.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Elementary School Graduate	COMPETENCIES	Core and organizational competencies
TRAINING	None Required		
EXPERIENCE	None Required		
ELIGIBILITY	None required (MC 10, s. 2013 - Cat. III)		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
25%	Ensure the efficient production, organization, and maintenance of printed and bound materials essential for office operations and record keeping. Primarily responsible on the preparation, assembly, and binding of documents, books, and other printed materials, ensuring durability and professional presentation.	Basic
25%	Preparation of regular administrative reports, procurements, supplies and property monitoring and inventory as well as issuance of assesment certifications and other certifications.	Basic
	<i>Other Core Functions</i>	
10%	Safekeeping, organizing and preservation of binded books of TDs, FAAS and Tax Map.	Basic
10%	Update owner's record card based on the encoded approved tax declarations and ensuring an accurate database tabulations.	Basic
10%	Coordinate, organize and ensure smooth execution of inter and intra activities and provision of support to the PACD on the preparation and issuances of assesment records as need arises.	Basic
5%	Preparation of Individual Performance Comitment Review	Basic
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attend L&D aactivities as may be instructed.	Basic
5%	Attend Inter-/Intra Office Activities in the agency	Basic
3%	Perform task related to membership to special bodeis (if applicable)	Basic
2%	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.



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 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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

POSITION PROFILE:

POSITION TITLE	Administrative Aide IV (Driver II)	ITEM NUMBER	13
ASSIGNED OFFICE	Office of the Municipal Mayor	SALARY GRADE	4
MONTHLY SALARY	14,588.00		

QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	Strategic Objectives and Inherent Core Functions	
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 and review	Basic
	Other Core Functions	
20%	Prepare outgoing communications and other office reports	Basic
15%	Maintain office equipment under custody; prepare and submit required personel documents	Basic
	Support Functions and Other Collateral Duties	
3%	Attend L&D activities as may be instructed.	Basic
3%	Attend Inter-/intra-Office Activities in the agency.	Basic
3%	Perform task 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
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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

Secondary Requirements:

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

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



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

HUMAN RESOURCE MANAGEMENT OFFICE



Municipal Government Complex, Madrid Boulevard, Zone III, Pinamalayan, Oriental Mindoro 5208
Email: hrmo@pinamalayan.gov.ph ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: January 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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

POSITION PROFILE:

POSITION TITLE	Administrative Assistant II (Accounting Clerk III)	ITEM NUMBER	126
ASSIGNED OFFICE	Municipal Accounting Office	SALARY GRADE	8
MONTHLY SALARY	18,481.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Completion of two years studies in college	COMPETENCIES	Core and organizational competencies
TRAINING	4 hours of relevant training		
EXPERIENCE	1 year of relevant experience		
ELIGIBILITY	Career Service (Subprofessional) First Level Eligibility		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
25%	In-charge in the coordinative tasks, preparation of Year-End Financial Reports for Barangays including Preliminary and Final Trial Balance, Statement of Financial Position, Statement of Financial Performance, Statement of Changes in Net Assets/ Equity and Statement of Cash Flows, and monthly review of barangay reports	Advanced
25%	Check and verify all barangay transactions such as collections and disbursements, and review of complete of supporting documents for all financial claims	Advanced
5%	Prepare Year-End Bank Reconciliation Statements of 37 Barangays	Intermediate
5%	Prepare the Individual Performance Commitment and Review (IPCR)	Intermediate
	<i>Other Core Functions</i>	
20%	Maintain and update books of accounts of 37 barangays such as Cash Receipts Journal, Check Disbursements Journals and General Ledgers, and acts as custodian of financial accounts and reports	Advanced
3%	Prepare, submit, and maintain all files pertaining to personnel documents	Advanced
1%	Provide technical assistance to clients, and render Secretariat Services to assigned committees	Intermediate
1%	Maintain office properties under custody	Advanced
	<i>Support Functions and Other Collateral Duties</i>	
3%	Attend L&D activities as may be instructed	Intermediate
3%	Attend Inter-/Intra-Office Activities in the agency	Intermediate
3%	Perform tasks related to membership to special bodies (if applicable)	Intermediate
6%	Perform other related tasks as may be assigned by the immediate supervisor	Intermediate
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);

- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

Secondary Requirements:

- 6 Work Experience Sheet
- 7 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: January 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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

POSITION PROFILE:

POSITION TITLE	<u>Agricultural Technologist</u>	ITEM NUMBER	<u>233</u>
ASSIGNED OFFICE	<u>Municipal Agriculture Office</u>	SALARY GRADE	<u>10</u>
MONTHLY SALARY	<u>21,943.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries</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>	
30%	Provide technical assistance on Agricultural Crops and Livestock	Intermediate
10%	Dessiminate information through farm/home visits, demonstrations, trainings/classes, meetings and conferences on improved farm practices, maintenance/upgrading of livestock and poultry, nutrition, home management	Intermediate
10%	Facilitate the implementation of local and national programs/projects in the locality.	Intermediate
	<i>Other Core Functions</i>	
20%	Formulate farm development plans on agriculture and fisheries to increase production, raise the incaome 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
	<i>Support Functions and Other Collateral Duties</i>	
2%	Assist clientele in the preparations of farm plans and budgets.	Intermediate
8%	Identify and assist in the development of agri-business projects and recommend cooperative marketing strategies for clientele to secure loans and prepare schedule of payment/repayment.	Intermediate
5%	Perform other related activities.	Intermediate
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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

Secondary Requirements:

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

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



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

HUMAN RESOURCE MANAGEMENT OFFICE



Municipal Government Complex, Madrid Boulevard, Zone III, Pinamalayan, Oriental Mindoro 5208
Email: hrmo@pinamalayan.gov.ph ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: January 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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

POSITION PROFILE:

POSITION TITLE	<u>Agricultural Technologist</u>	ITEM NUMBER	<u>235</u>
ASSIGNED OFFICE	<u>Municipal Agriculture Office</u>	SALARY GRADE	<u>10</u>
MONTHLY SALARY	<u>21,943.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries</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>	
30%	Provide technical assistance on Agricultural Crops and Livestock	Intermediate
10%	Dessiminate information through farm/home visits, demonstrations, trainings/classes, meetings and conferences on improved farm practices, maintenance/upgrading of livestock and poultry, nutrition, home management 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
	<i>Other Core Functions</i>	
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
	<i>Support Functions and Other Collateral Duties</i>	
2%	Assist clientele in the preparations of farm plans and budgets.	Intermediate
8%	Identify and assist in then development of agri-business projects and recommend cooperative marketing strategies for clientele to secure loans and prepare schedule of payment/repayment.	Intermediate
5%	Perform other related activities.	Intermediate
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

- 1 Application Letter addressed to the Head of Agency;

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

Secondary Requirements:

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

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



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

HUMAN RESOURCE MANAGEMENT OFFICE



Municipal Government Complex, Madrid Boulevard, Zone III, Pinamalayan, Oriental Mindoro 5208
Email: hrmo@pinamalayan.gov.ph ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: January 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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	COOPERATIVES DEVELOPMENT SPECIALIST I		
ASSIGNED OFFICE	Office of the Municipal Mayor- Cooperatives Development Services Unit	ITEM NUMBER	39
MONTHLY SALARY	25,661.00	SALARY GRADE	11

QUALIFICATION STANDARDS OF THE POSITION:

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

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

- 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: January 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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

POSITION PROFILE:

POSITION TITLE	<u>Dentist I</u>	ITEM NUMBER	<u>189</u>
ASSIGNED OFFICE	<u>Municipal Health Office</u>	SALARY GRADE	<u>14</u>
MONTHLY SALARY	<u>35,434.00</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 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
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Relevant Training Sheet

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

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



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

HUMAN RESOURCE MANAGEMENT OFFICE



Municipal Government Complex, Madrid Boulevard, Zone III, Pinamalayan, Oriental Mindoro 5208
Email: hrmo@pinamalayan.gov.ph ~ Telephone: (043) 738-9454

JOB VACANCY

APPLICATION PERIOD: January 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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

POSITION PROFILE:

POSITION TITLE	<u>Revenue Collection Clerk I</u>	ITEM NUMBER	<u>148</u>
ASSIGNED OFFICE	<u>Municipal Treasury</u>	SALARY GRADE	<u>5</u>
MONTHLY SALARY	<u>15,485.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries</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>	
20%	Collect, remit and deposit Community Tax Certificate (CTC), Regulatory fee, Service/ User Charges (Service Income) and other Receipt	Advanced
15%	Provide Assistance in the Disbursements of Checks/Cash.	Advanced
5%	Provide Assistance in the preparation of Office Annual Budget	Advanced
10%	Provide Assistance in the preparation of Individual Performance Commitment	Advanced
	<i>Other Core Functions</i>	
15%	Assist in the preparation of Reports, such as: Annual Inventory of supplies and other Supplies and Materials, Annual Inventory of Office Equipment, Linis Bayan Report, Annual Praise Rating and all other reports	Advanced
10%	Perform administrative services such as: procurement, maintenance of office properties under custody, and responding to feedbacks and complaints	Intermediate
5%	Prepare and submit required personnel documents	Intermediate
5%	Provide secretariat services to special bodies and technical assistance to clients, when required.	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attendance to L&D activities as may be instructed;	Basic
5%	Attendance to inter-/intra-Office Activities in the agency	Basic
3%	Performance of task related to membership to special body	Basic
2%	Performance of other related task 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.



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 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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	Veterinarian III	ITEM NUMBER	226
ASSIGNED OFFICE	Municipal Agriculture Office	SALARY GRADE	19
MONTHLY SALARY	48,486.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Doctor of Veterinary Medicine	COMPETENCIES	Core, organizational and leadership competencies
TRAINING	8 hours of relevant training		
EXPERIENCE	2 years of relevant experience		
ELIGIBILITY	RA 1080		

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	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
	<i>Support Functions and Other Collateral Duties</i>	
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%		

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: January 27 to February 11, 2025

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

https://bit.ly/MGOP_JanuaryFebruary2025

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

POSITION PROFILE:

POSITION TITLE	<u>Youth Development Officer I</u>	ITEM NUMBER	<u>39</u>
ASSIGNED OFFICE	<u>Office of the Municipal Mayor</u>	SALARY GRADE	<u>10</u>
MONTHLY SALARY	<u>20,858.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Bachelor's Degree</u>	COMPETENCIES	<u>Core and Organizational Competencies</u>
TRAINING	<u>None Required</u>		
EXPERIENCE	<u>None Required</u>		
ELIGIBILITY	<u>Career Service (Professional) Second Level Eligibility</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
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 and 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 and 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
	<i>Other Core Functions</i>	
10%	Comply with LCE's directives; submit documents required by national agencies; respond to Audit Observations 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
	<i>Support Functions and Other Collateral Duties</i>	
3%	Attend L&D activities as may be instructed.	Advanced
3%	Attend Inter-/Intra-Office activities in the agency.	Advanced

3%	Perform task 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:**

- 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.