

Republic of the Philippines
MGO PINAMALAYAN, ORIENTAL MINDORO
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO PINAMALAYAN, ORIENTAL MINDORO in the CSC website:

NEMIA B. MONSANTO

HRMO

Date: 24-Feb-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	Municipal Government Department Head I (Municipal General Services Officer)	23	24	84,719.00	Bachelor's degree in Public Administration, Business Administration Management	None required	3 years in general services including management of supply, property, solid waste disposal and general sanitation	Career Service (Professional) Second Level Eligibility	Core, organizational and leadership competencies	General Services Offices
2	Municipal Government Department Head I (Municipal Civil Registrar)	112	24	84,719.00	Bachelor's degree	None required	3 years of experience in civil registry work	Career Service (Professional) Second Level Eligibility	Core, organizational and leadership competencies	Municipal Civil Registry Office
3	Municipal Government Assistant Department Head I (Licensing Officer IV)	47	22	67,352.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core, organizational and leadership competencies	Business Permits and Licenses Office

4	Senior Tourism Operations Officer	41	18	44,114.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: •Tourism Awareness and Capability Building Seminar for LGUs •Seminar on Disaster Risk Reduction and Management •Basic Tourism Statistics Training (BTST) •Local Tourism Guidebook Orientation and; •Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility	Core, organizational and leadership competencies	Office of the Municipal Mayor - Tourism and History Development Division
5	Slaughterhouse Master III	280	18	44,114.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core, organizational and leadership competencies	Slaughterhouse Operations Division
6	Administrative Officer V (Records Officer III)	268	18	44,114.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core, organizational and leadership competencies	Procurement Management Services Office
7	Administrative Officer II (Management and Audit Analyst I)	269	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	Procurement Management Services Office
8	Market Supervisor I	273	10	21,943.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Market Operations Department

9	Administrative Assistant II (Budgeting Assistant)	125	8	18,481.00	Completion of 2 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 Budget Office
10	Administrative Assistant II (Data Controller II)	137	8	18,481.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility/ Data Encoder	Core and organizational competencies	Municipal Accounting Office
11	Administrative Assistant I (Computer Operator I)	149	7	17,429.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None Required	Career Service (Subprofessional), Data Encoder, First Level Eligibility	Core and organizational competencies	Municipal Treasury Office
12	Administrative Aide IV (Bookbinder II)	116	4	14,588.00	Elementary School Graduate	None required	None required	None Required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Municipal Civil Registry Office
13	Administrative Aide IV (Bookbinder II)	39	4	14,588.00	Elementary School Graduate	None required	None required	None Required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Municipal Environment and Natural Resources Management Division
14	Administrative Aide IV (Clerk II)	95	4	14,588.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Human Resource Management Office
15	Administrative Aide IV (Clerk II)	109	4	14,588.00	Completion of two year studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Planning and Development Office
16	Administrative Aide III (Driver I)	234	3	13,739.00	Elementary/ Secondary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013 - Category IV)	Core and organizational competencies	Municipal Social Welfare and Development Office

17	Administrative Aide II (Messenger)	236	2	12,935.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Municipal Social Welfare and Development Office
18	Administrative Aide I (Utility Worker I)	169	1	12,177.00	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Municipal Treasury Office
19	Administrative Aide I (Utility Worker I)	111	1	12,177.00	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Municipal Planning and Development Office
20	Administrative Aide I (Utility Worker I)	22	1	12,177.00	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Office of the Municipal Mayor
21	Administrative Aide I (Utility Worker I)	182	1	12,177.00	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013 - Category III)	Core and organizational competencies	Municipal Assessor's 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 March 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.



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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: **February 24 to March 11, 2025**

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

https://bit.ly/MGOP_FebMar2025

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POSITION PROFILE:

POSITION TITLE	Municipal Government Department Head I (Municipal General Services Officer)		
ASSIGNED OFFICE	General Services Office	ITEM NUMBER	23
MONTHLY SALARY	84,719.00	SALARY GRADE	24

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's Degree in Public Administration, Business Administration Management		
TRAINING	None Required	COMPETENCIES	Core, organizational and leadership competencies
EXPERIENCE	3 years of experience in general services		
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>	
10%	Prepare office development plans, Office Investment Program, Office	Superior
10%	Supervise property and supply management services	Superior
5%	Comply with LCE's Directives required by national agencies; respond to	Superior
5%	Conduct and prepare inventory report (Property Plant and Equipment	Superior
5%	Prepare archives and records management plan	Superior
5%	Prepare disposal plan and report	Superior
5%	Supervise maintenance of government facilities	Superior
5%	Supervise security services	Superior
	<i>Other Core Functions</i>	
10%	Supervision and monitoring of the entire general services operation	Superior
5%	Issuance of Certification (Clearance to Property Accountability)	Superior
5%	Inspect and verified waste material report	Superior
5%	Inspect and verified property return slip	Superior
5%	Consolidate Vehicle Status Report	Superior
5%	Supervise administrative services	Superior
	<i>Support Functions and Other Collateral Duties</i>	
6%	Perform tasks related to membership to special bodies	Superior
3%	Attend trainings and seminars	Superior
3%	Attend inter-intra-office activities	Superior
3%	Performs such other functions not contrary to any existing laws, rules	Superior
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	Municipal Government Department Head I (Municipal Civil Registrar)	ITEM NUMBER	112
ASSIGNED OFFICE	Municipal Civil Registry Office	SALARY GRADE	24
MONTHLY SALARY	84,719.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's degree		
TRAINING	None required	COMPETENCIES	Core, organizational and leadership competencies
EXPERIENCE	3 years of experience in civil registry work		
ELIGIBILITY	Career Service (Professional) Second Level Eligibility		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
25%	Develop plans and strategies on civil registry programs and upon	Superior
15%	Supervision, monitoring and assessment of all MCRO Staff.	Superior
10%	Receive the application of all civil registry documents such as Certificate	Superior
	<i>Other Core Functions</i>	
15%	Issue certified transcripts or copies of any requested certificate of civil	Advanced
10%	Transmit to the office of the Civil Registrar-General within the	Advanced
10%	Review training designs on seminars and other related activities in	Advanced
	<i>Support Functions and Other Collateral Duties</i>	
3%	Conduct and attend Trainings/ Seminars/ Forum/ Workshop/	Basic
5%	Attend all Inter/Intra office activity in the agency.	Advanced
5%	Perform duties and functions stated in membership on Special	Advanced
2%	Exercise such other powers and perform such other duties and	Advanced
100%		

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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
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
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POSITION PROFILE:

POSITION TITLE	Municipal Government Assistant Department Head I (Licensing Officer IV)		
ASSIGNED OFFICE	Business Permits and Licenses Office	ITEM NUMBER	47
MONTHLY SALARY	67,352.00	SALARY GRADE	22

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's Degree		
TRAINING	16 hours of relevant trainings	COMPETENCIES	Core, organizational and leadership competencies
EXPERIENCE	3 years experience of relevant experience		
ELIGIBILITY	Career Service (Professional) Second Level Eligibility		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
20%	Assist the Municipal Government Department Head I in the Supervision	Superior
10%	Recommends policies, processes, design and identify systems that will	Superior
10%	Supports the Business Permits and Licenses Office in regulating the	Superior
10%	Develop and implement economic development strategies and	Superior
	<i>Other Core Functions</i>	
10%	Comply with LCE's directives; submit documents required by national	Advanced
10%	Prepare activity design and equivalent terminal report for BPLO-related	Advanced
10%	Provide technical assistance to clients of the BPLO; and provide	Advanced
5%	Maintain Office equipment under custody; and prepare and submit	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%	Performs such other functions not contrary to any existing laws, rules	Advanced
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
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Secondary Requirements:

- 6 Work Experience Sheet
- 7 Relevant Training Sheet
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POSITION PROFILE:

POSITION TITLE	Senior Tourism Operations Officer	ITEM NUMBER	41
ASSIGNED OFFICE	Office of the Municipal Mayor - Tourism and	SALARY GRADE	18
MONTHLY SALARY	44,114.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's degree in tourism, business, law, economics, marketing and public administration or		
TRAINING	4 hours of relevant training on tourism or DOT	COMPETENCIES	Core, organizational and leadership competencies
EXPERIENCE	2 years of work experience and involvement in tourism industry either in the private sector or the government		
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>	
50%	Identifies, formulates and/or develop plans and strategies for the	Advanced
	<i>Other Core Functions</i>	
20%	Establishes networks and linkages with other agencies, groups and	Intermediate
15%	Superintends in the implementation of office's programs and projects.	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
10%	Facilitates/take active part in assemblies of government councils,	Intermediate
5%	Does other related task as may be assigned.	Intermediate
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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

Secondary Requirements:

- 6 Work Experience Sheet
- 7 Relevant Training Sheet
- 8 Awards Received Sheet
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POSITION PROFILE:

POSITION TITLE	Slaughterhouse Master III	ITEM NUMBER	280
ASSIGNED OFFICE	Slaughterhouse Operations Division	SALARY GRADE	18
MONTHLY SALARY	44,114.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's Degree	COMPETENCIES	Core, organizational and leadership competencies
TRAINING	8 hours of relevant training		
EXPERIENCE	2 years of relevant experience		
ELIGIBILITY	Career Service (Professional) Second Level Eligibility		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
25%	Oversee the overall planning, budgeting, defense and review of Plans	Advanced
25%	Monitor Slaughterhouse Operations and ensure the implementation of	Advanced
	<i>Other Core Functions</i>	
15%	Review and submit monthly reports, both inherent and common and	Advanced
13%	Supervise, monitor and evaluate all regular and nonregular staff in the	Advanced
2%	Prepare and submit all personnel documents required from	Advanced
5%	Provide secretariat and technical assistance when required	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
10%	Conduct and/or attend Trainings/Seminars, Flag Raising Activities, Linis	Intermediate
3%	Perform duties and functions as a member of various Special	Intermediate
2%	Accomplish other tasks that may be assigned from time to time by the	Intermediate
100%		

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Primary Requirements:

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POSITION PROFILE:

POSITION TITLE	Administrative Officer V (Records Officer III)	ITEM NUMBER	268
ASSIGNED OFFICE	Procurement Management Services Office	SALARY GRADE	18
MONTHLY SALARY	44,114.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's Degree		
TRAINING	8 hours of relevant training	COMPETENCIES	Core, organizational and leadership competencies
EXPERIENCE	2 years of relevant experience		
ELIGIBILITY	Career Service (Professional) Second Level Eligibility		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
15%	Prepare and manage office plans, budgets, procurement planning and	Intermediate
15%	Ensure that all funded PPAs procured and paid in accordance with the	Intermediate
15%	Provide BAC Secretariat Services such as posting of BAC Documents	Intermediate
5%	Conduct inspections to ensure compliance with established standards,	Intermediate
	<i>Other Core Functions</i>	
15%	Prepare various office reports and all other required reports and ensure	Intermediate
10%	Provide Administrative and Secretariat Services	Intermediate
10%	Maintain IT equipment, office equipment and furniture and fixture under	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
5%	Participate in various personnel development activities in support of	Basic
5%	Performance of functions related to membership to agency special	Basic
5%	Performance of other tasks as instructed by the immediate supervisor	Basic
100%		

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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: **February 24 to March 11, 2025**

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

https://bit.ly/MGOP_FebMar2025

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POSITION PROFILE:

POSITION TITLE	Administrative Officer II (Management and Audit Analyst I)		
ASSIGNED OFFICE	Procurement Management Services Office	ITEM NUMBER	269
MONTHLY SALARY	25,661.00	SALARY GRADE	11

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelors 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>	
15%	Prepare and manage office plans, budgets, procurement planning and	Intermediate
15%	Ensure that all funded PPAs procured and paid in accordance with the	Intermediate
15%	Provide BAC Secretariat Services such as posting of BAC Documents	Intermediate
5%	Conduct inspections to ensure compliance with established standards,	Intermediate
	<i>Other Core Functions</i>	
15%	Prepare various office reports and all other required reports and ensure	Intermediate
10%	Provide Administrative and Secretariat Services	Intermediate
10%	Maintain IT equipment, office equipment and furniture and fixture under	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
5%	Participate in various personnel development activities in support of	Basic
5%	Performance of functions related to membership to agency special	Basic
5%	Performance of other tasks as instructed 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)

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POSITION PROFILE:

POSITION TITLE	Market Supervisor I	ITEM NUMBER	273
ASSIGNED OFFICE	Market Operations Department	SALARY GRADE	10
MONTHLY SALARY	21,943.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's Degree	COMPETENCIES	Core and organizational competencies
TRAINING	None Required		
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>	
25%	Oversee the development and maintenance of all facilities and	Advanced
10%	Preparation and Monitoring of Meat Inventory	Advanced
7%	Preparation of Audit Observation Memorandum responses, LCE	Advanced
5%	Preparation of SGLG result	Advanced
3%	Prepare Individual Performance Commitment and Review (IPCR) and	Advanced
	<i>Other Core Functions</i>	
5%	Preparation of Office Capacity Development Plan and Audit	Advanced
8%	Preparation of reports like Terminal Report, Monthly Municipal Food	Intermediate
5%	Provide necessary technical assistance to clients in the operation	Advanced
3%	Preparation of Annual Inventory of Office Equipment	Advanced
3%	Preparation of Annual Praise Rating	Intermediate
2%	Preparation of documents for the renovations of stalls	Intermediate
2%	Maintenance of Property, plant and equipment	Intermediate
5%	Monitoring of Cash Tickets Issuance at the Municipal Food Terminal,	Advanced
2%	Preparation of personnel documents	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
10%	Coordinate with different Market Vendors Association and provide	Advanced
3%	Attend Trainings/Seminars/Forums/ Benchmarking and other learning	Basic
2%	Perform other services and collateral duties to be assigned by the	Basic
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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

Secondary Requirements:

- 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;
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POSITION PROFILE:

POSITION TITLE	Administrative Assistant II (Budgeting Assistant)	ITEM NUMBER	125
ASSIGNED OFFICE	Municipal Budget 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>	
10%	Assists in the preparation of Agency Annual and Supplemental Budgets	Advanced
5%	Assists in the preparation and formulation of plans	Advanced
10%	Assists in the preparation and submission of agency and periodic	Advanced
5%	Coordinates with the MPDC, Municipal Treasurer and Municipal	Advanced
10%	Prepares and encodes local budget preparation forms	Advanced
5%	Assists in the gathering, summarizing and collecting budgeting data on	Advanced
5%	Prepares semestral Individual Performance Commitment and Review	Advanced
	<i>Other Core Functions</i>	
25%	Provides technical assistance in budget preparation and execution	Advanced
5%	Assists in the recording and filing of incoming and outgoing	Advanced
5%	Preparation of personnel documents	Advanced
	<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
5%	Perform tasks related to membership to special bodies (if applicable)	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);
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POSITION PROFILE:

POSITION TITLE	Administrative Assistant II (Data Controller II)	ITEM NUMBER	137
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 or High School Graduate with relevant vocational/trade	COMPETENCIES	Core and organizational competencies
TRAINING	4 hours of relevant training		
EXPERIENCE	1 year of relevant experience		

ELIGIBILITY	Career Service (Subprofessional), Data Encoder, First Level Eligibility
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PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
35%	In-charge in the encoding and internal control of all disbursement	Advanced
5%	Conduct review of Registry of Appropriations, Alloments and	Intermediate
5%	In-charge in the archiving and safekeeping of all vital financial reports	Intermediate
5%	Prepare the Individual Performance Commitment and Review (IPCR)	Intermediate
	<i>Other Core Functions</i>	
20%	Perform preventive maintenance, troubleshoot malfunctions of all	Advanced
10%	Prepare office reports such as Annual Financial Reports of the	Advanced
3%	Prepare, submit, and maintain all files pertaining to personnel	Advanced
1%	Provide technical assistance to clients, and render secretariat services	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
4%	Attend Inter-/Intra-Office Activities in the agency and safekeep photo	Intermediate
3%	Perform tasks related to membership to special bodies (if applicable)	Intermediate
5%	Perform other related tasks as may be assigned by the immediate	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
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POSITION PROFILE:

POSITION TITLE	Administrative Assistant I (Computer Operator I)	ITEM NUMBER	149
ASSIGNED OFFICE	Municipal Treasury Office	SALARY GRADE	7
MONTHLY SALARY	17,429.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Completion of two years studies in college or High School Graduate with relevant vocational/ trade	COMPETENCIES	Core and organizational competencies
TRAINING	None Required		
EXPERIENCE	None Required		

ELIGIBILITY	Career Service (Subprofessional), Data Encoder, First Level Eligibility
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PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
40%	Collect, remit and deposit Community Tax Certificate (CTC), Regulatory	Advanced
10%	Provide assistance in the preparation of Individual Performance	Advanced
	<i>Other Core Functions</i>	
10%	Assist in the preparation of financial reports all other reports	Advanced
10%	Perform administrative services, such as: maintenance of office	Intermediate
10%	Prepare and submit required personnel documents	Intermediate
5%	Provide secretariat services to special bodies and technical assistance	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 tasks related to membership to special bodies	Basic
2%	Performance of other related tasks as may be assigned by the	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
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POSITION PROFILE:

POSITION TITLE	Administrative Aide IV (Bookbinder II)	ITEM NUMBER	116
ASSIGNED OFFICE	Municipal Civil Registry 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>	
30%	Responsible in binding of all Civil Registry Documents.	Intermediate
20%	Recording of all Civil Registry Documents such as Certificate of Live	Intermediate
	<i>Other Core Functions</i>	
15%	Responsible in filing, organizing, inventory and repair of worn-out and	Intermediate
10%	Responsible in submission of Monthly Report of Civil Registry	Intermediate
10%	Preparation of Activity Design, Terminal Report, LBE Form 3, LBAC	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
5%	Participates to all Trainings/ Seminars/ Forum/ Workshop/ Convention/	Intermediate
5%	Attend all Inter/Intra office activity in the agency and participation in any	Basic
5%	Perform other duties that may be assigned from time to time.	Intermediate
100%		

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
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POSITION PROFILE:

POSITION TITLE	Administrative Aide IV (Bookbinder II)	ITEM NUMBER	39
ASSIGNED OFFICE	Municipal Environment and Natural	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>	
35%	Bind the office plans, reports and other office documents	Basic
10%	Prepare operational reports on Waste Disposal, Waste Diversion and	Basic
5%	Assist in monitoring the daily operations of Municipal Sanitary Landfill	Basic
	<i>Other Core Functions</i>	
20%	Assist in the processing, procurement and custodianship of office	Basic
10%	Assist in repair and maintenance of tools, machine and equipment at	Basic
5%	Prepare personnel documents	Basic
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attend trainings, seminars, workshops, benchmarkings and other fora.	Basic
5%	Membership in special bodies/committees.	Basic
2%	Attend Flag Raising/Retreat Activities	Basic
3%	Attend all other activities as may be required	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);
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Secondary Requirements:

- 6 Work Experience Sheet
- 7 Relevant Training Sheet
- 8 Awards Received Sheet
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POSITION PROFILE:

POSITION TITLE	Administrative Aide IV (Human Resource Management Aide)		
ASSIGNED OFFICE	Human Resource Management Office	ITEM NUMBER	95
MONTHLY SALARY	14,588.00	SALARY GRADE	4

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Completion of two years studies in college		
TRAINING	None required	COMPETENCIES	Core and organizational competencies
EXPERIENCE	None required		

ELIGIBILITY **Career Service (Subprofessional) First Level Eligibility**

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
50%	Act as Compensation and Benefits focal for regular and non-regular	Advanced
	<i>Other Core Functions</i>	
15%	Prepared Notices of Salary Adjustments (NOSA) and Notice of Step	Advanced
10%	Prepared office/agency reports and activity designs/terminal reports as	Advanced
5%	Assist the HRMO in monitoring the implementation of the Enhanced	Advanced
5%	Perform other core duties such as: (1) provision of technical assistance	Advanced
	<i>Support Functions and Other Collateral Duties</i>	
3%	Attend L&D activities as may be instructed;	Basic
3%	Attend Inter/Intra-Office Activities in the agency;	Basic
2%	Perform tasks related to membership to special bodies, if any;	Basic
2%	Facilitate the housekeeping and messengerial services of the office;	Basic
5%	Perform related tasks as may be assigned by the immediate supervisor.	Basic
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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Secondary Requirements:

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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: **February 24 to March 11, 2025**

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

https://bit.ly/MGOP_FebMar2025

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 (Clerk II)	ITEM NUMBER	109
ASSIGNED OFFICE	Municipal Planning and Development Office	SALARY GRADE	4
MONTHLY SALARY	14,588.00		

QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
30%	Responsible for the management, maintenance, retention, storage,	Advanced
10%	Assist in the continuing development and maintenance of other MPDO	Advanced
8%	Act as assisting coordinator in the formulation of agency' development	Advanced
2%	Prepare individual performance commitment and review, and means of	Intermediate
	<i>Other Core Functions</i>	
15%	Assist in the preparation of office terminal reports, tracking documents	Advanced
5%	Extend assistance and coordination to barangay officials, local	Advanced
5%	Provide technical and administrative services as part of the Secretariat	Advanced
5%	Take shared responsibility in the custodianship, maintenance and	Intermediate
5%	Render external process services, and perform other office	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attend trainings, seminars, workshops, benchmarkings and other fora.	Basic
5%	Participate in inter and intra office activities.	Basic
3%	Membership in special bodies/committees.	Basic
2%	Perform any other tasks that may be assigned whenever necessary.	Basic
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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

Secondary Requirements:

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

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



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POSITION PROFILE:

POSITION TITLE	Administrative Aide II (Driver I)	ITEM NUMBER	234
ASSIGNED OFFICE	Municipal Social Welfare and Development	SALARY GRADE	3
MONTHLY SALARY	13,739.00		

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- Category IV)		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
35%	Render driving services whether regular or overtime, as needed during	Advanced
15%	On-call duty at MSWDO Drop-In Center. Assist social workers in the	Basic
	<i>Other Core Functions</i>	
20%	Facilitates weekly preventive maintenance service to the assigned	Intermediate
10%	Submission of personnel documents and other reports that may	Basic
5%	Performs messengerial services	Basic
	<i>Support Functions and Other Collateral Duties</i>	
10%	Attends to trainings/seminars, meetings of special bodies and	Basic
5%	Performs other duties and functions not contrary to any existing laws,	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	Administrative Aide II (Messenger)	ITEM NUMBER	236
ASSIGNED OFFICE	Municipal Social Welfare and Development	SALARY GRADE	2
MONTHLY SALARY	12,935.00		

QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
35%	Assist and perform in the record management and render messengerial	Advanced
15%	On-call duty at MSWDO Drop-In Center. Assist social workers in the	Intermediate
	<i>Other Core Functions</i>	
20%	Keep records of incoming/outgoing documents and submit reports if	Intermediate
10%	Performs messengerial services	Basic
5%	Submission of personnel documents and other reports that may	Basic
	<i>Support Functions and Other Collateral Duties</i>	
10%	Attends to trainings/seminars, meetings of special bodies and	Basic
5%	Performs other duties and functions not contrary to any existing laws,	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;
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POSITION PROFILE:

POSITION TITLE	Administrative Aide I (Utility Worker I)	ITEM NUMBER	169
ASSIGNED OFFICE	Municipal Treasury Office	SALARY GRADE	1
MONTHLY SALARY	12,177.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Must be able to read and write		
TRAINING	None Required	COMPETENCIES	Core and organizational competencies
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%	Assist in the receiving and recording of claims and disbursements	Basic
5%	Provide assistance in the preparation of Individual Performance	Basic
20%	Provide Administrative services such as Housekeeping and Janitorial	Basic
	<i>Other Core Functions</i>	
5%	Provide assistance in the preparation of All Other Reports	Basic
20%	Provide Administrative Services such as messengerial services,	Basic
5%	Assist in the preparation of Personal Documents	Basic
5%	Provide Secretariat Services and Technical Assistance when required	Basic
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attendance to L&D activities as may be instructed	Basic
4%	Attendance to Inter-/Intra-Office Activities in the agency	Basic
3%	Performance of tasks related to membership to special bodies	Basic
3%	Performance of other related tasks as may be assigned by the	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;
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POSITION PROFILE:

POSITION TITLE	Administrative Aide I (Utility Worker I)	ITEM NUMBER	111
ASSIGNED OFFICE	Municipal Planning and Development Office	SALARY GRADE	1
MONTHLY SALARY	12,177.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Must be able to read and write	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>	
35%	Perform housekeeping chores and utility tasks by ensuring cleanliness	Intermediate
13%	Take shared responsibility in the custodianship, maintenance and	Intermediate
2%	Prepare individual performance commitment and review, and means of	Intermediate
	<i>Other Core Functions</i>	
10%	Assist in rendering external process services, messengerial tasks and	Intermediate
10%	Extend assistance and coordination to barangay officials, local	Intermediate
10%	Provide administrative services as part of the Secretariat to the	Intermediate
5%	Assist in the preparation of all other reports, preparation of personal	Intermediate
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attend trainings, seminars, workshops, benchmarkings and other fora.	Basic
5%	Participate in inter and intra office activities.	Basic
3%	Membership in special bodies/committees.	Basic
2%	Perform any other tasks that may be assigned whenever necessary.	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
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POSITION PROFILE:

POSITION TITLE	Administrative Aide I (Utility Worker I)	ITEM NUMBER	22
ASSIGNED OFFICE	Municipal Treasury Office	SALARY GRADE	1
MONTHLY SALARY	12,177.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Must be able to read and write		
TRAINING	None Required	COMPETENCIES	Core and organizational competencies
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>	
30%	Perform janitorial and housekeeping services.	Advanced
15%	Review, Encode, and File official documents for LCE's signature	Basic
5%	Prepare Individual Performance Review and Commitment (IPCR)	Basic
	<i>Other Core Functions</i>	
15%	Prepare and process office procurement documents	Basic
10%	Prepare outgoing communications and other office reports.	Basic
13%	Maintain Office equipment under custody; and prepare and submit	Basic
	<i>Support Functions and Other Collateral Duties</i>	
3%	Attend L&D activities as may be instructed.	Basic
3%	Attend Inter-/Intra- Office activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies (if applicable).	Basic
3%	Performs such other functions not contrary to any existing laws, rules	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);
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Secondary Requirements:

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- 7 Relevant Training Sheet
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POSITION PROFILE:

POSITION TITLE	Administrative Aide I (Utility Worker I)	ITEM NUMBER	182
ASSIGNED OFFICE	Municipal Assessor's Office	SALARY GRADE	1
MONTHLY SALARY	12,177.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Must be able to read and write	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 maintenance, monitoring and implementation of good	Basic
15%	Update Owner's Record Card based on the encoded approved tax	Basic
5%	Coordinate, organize and ensure smooth execution of inter and intra	Basic
5%	Coordinate, organize and ensure smooth execution of inter and intra	Basic
	<i>Other Core Functions</i>	
15%	Preparation of regular administrative reports, procurement documents,	Basic
10%	Preparation and processing of procurement documents, requisitions	Basic
5%	Preparation, processing and maintaining of personnel document	Basic
5%	Ensure timely execution of all messengerial services within the	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 (if applicable)	Basic
2%	Perform other related tasks as may be assigned by the immediate	Basic
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
- 3 Highest Scholastic Record;
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Secondary Requirements:

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- 7 Relevant Training Sheet
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