

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

To: CIVIL SERVICE COMMISSION (CSC)

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

NEMIA B. MONSANTO  
HRMO

Date: 24-Feb-26

| 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/ Area of Specialization/ Residency Requirement (if applicable) |                                  |
| 1   | Municipal Government Department Head I (Municipal Accountant) | 134                | 24                     | 88367          | Bachelor's degree in Commerce/Business Administration major in Accounting | None required                | 3 years of experience in treasury or accounting service | RA 1080, as amended, (CPA)                             | Core, organizational and leadership competencies                          | Municipal Accounting Office      |
| 2   | Zoning Officer III  | 25                 | 18                     | 46174          | Bachelor's degree relevant to the job                                     | 8 hours of relevant training | 2 years of relevant experience                          | Career Service (Professional) Second Level Eligibility | Core, organizational and leadership competencies                          | Zoning Division                  |
| 3   | Administrative Officer III (Records Officer II)               | 86                 | 14                     | 33322          | Bachelor's degree   | 4 hours of relevant training | 1 year of relevant experience                           | Career Service (Professional) Second Level Eligibility | Core and organizational competencies                                      | Municipal Administrator's Office |
| 4   | Dentist I   | 205                | 14                     | 37024          | Doctor of Dental Medicine or Dental Surgery                               | None required                | None required   | RA 1080  | Core and organizational competencies                                      | Municipal Health Office          |

|   |  |     |    |       |   |                              |                               |  |                                      |                                  |
|---|--|-----|----|-------|---|------------------------------|-------------------------------|--|--------------------------------------|----------------------------------|
| 5 | Market Specialist I                    | 275 | 11 | 27022 | Bachelor's Degree   | None required                | None required                 | Career Service (Professional) Second Level Eligibility   | Core and organizational competencies | Market Operations Department     |
| 6 | Agricultural Technologist              | 253 | 10 | 23027 | 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 (Clerk IV) | 87  | 8  | 19303 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*              | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional) First Level Eligibility | Core and Organizational Competencies | Municipal Administrator's Office |
| 8 | Administrative Assistant II (Clerk IV) | 277 | 8  | 19303 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*              | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional) First Level Eligibility | Core and Organizational Competencies | Market Operations Department     |

|    |   |     |   |       |  |               |               |   |                                      |                              |
|----|---|-----|---|-------|--|---------------|---------------|---|--------------------------------------|------------------------------|
| 9  | Administrative Assistant I<br>(Computer Operator I) | 261 | 7 | 18099 | Completion of 2 years of studies in college (prior to 2018),<br>OR<br>High school graduate with relevant vocational/trade course (prior to 2018),<br>OR<br>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,<br>OR<br>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | None required | None required | Career Service (Subprofessional),<br>Data Encoder,<br>First Level Eligibility | Core and Organizational Competencies | Municipal Engineering Office |
| 14 | Administrative Assistant I<br>(Computer Operator I) | 74  | 7 | 18099 | Completion of 2 years of studies in college (prior to 2018),<br>OR<br>High school graduate with relevant vocational/trade course (prior to 2018),<br>OR<br>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,<br>OR<br>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | None required | None required | Career Service (Subprofessional),<br>Data Encoder,<br>First Level Eligibility | Core and Organizational Competencies | Office of the Vice Mayor     |

|    |  |     |   |       |  |               |               |   |                   |                              |
|----|--|-----|---|-------|--|---------------|---------------|---|-------------------|------------------------------|
| 10 | Sanitation Inspector I                   | 211 | 6 | 18957 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | None required | None required | Career Service (Subprofessional), Data Encoder, First Level Eligibility | Core Competencies | Municipal Health Office      |
| 11 | Revenue Collection Clerk I               | 165 | 5 | 16079 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | None required | None required | Career Service (Subprofessional) First Level Eligibility                | Core Competencies | Municipal Treasury Office    |
| 13 | Administrative Aide IV (Clerk II)        | 77  | 4 | 15150 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | None required | None required | Career Service (Subprofessional) First Level Eligibility                | Core Competencies | Office of the Vice Mayor     |
| 12 | Administrative Aide I (Utility Worker I) | 280 | 1 | 12655 | Must be able to read and write   | None required | None required | None Required (MC 10, s. 2013 - Category III)                           | Core Competencies | Market Operations Department |

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than March 11, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.*

*This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

NEMIA B. MONSANTO

Municipal Government Department Head I (HRMO)

MGOP Complex, Zone II, Pinamalayan, Oriental Mindoro

[apply.mgop@gmail.com](mailto:apply.mgop@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF PINAMALAYAN

# HUMAN RESOURCE MANAGEMENT OFFICE



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

## JOB VACANCY

APPLICATION PERIOD: **February 24 to March 11, 2026**

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

[http://bit.ly/MGOP\\_FebruaryMarch2026](http://bit.ly/MGOP_FebruaryMarch2026)

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**POSITION PROFILE:**

|                 |  |              |            |
|-----------------|--|--------------|------------|
| POSITION TITLE  | <b>Municipal Government Department Head I (Municipal Accountant)</b> |              |            |
| ASSIGNED OFFICE | <b>Municipal Accounting Office</b>                                   | ITEM NUMBER  | <b>134</b> |
| MONTHLY SALARY  | <b>88,367.00</b>   | SALARY GRADE | <b>24</b>  |

**QUALIFICATION STANDARDS OF THE POSITION:**

|             |  |              |   |
|-------------|--|--------------|---|
| EDUCATION   | <b>Bachelor's degree in Commerce/Business Administration major in Accounting</b> |              |   |
| TRAINING    | <b>None required</b>   | COMPETENCIES | <b>Core, organizational and leadership competencies</b> |
| EXPERIENCE  | <b>3 years of experience in treasury or accounting service</b>                   |              |   |
| ELIGIBILITY | <b>RA 1080, as amended, (CPA)</b>  |              |   |

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES  | REQUIRED COMPETENCY LEVEL |
|----------------------------|---|---------------------------|
|                            | <b>Strategic Objectives and Inherent Core Functions</b>   |                           |
| 10%                        | Prepare office development plans, Office Investment Program, Office Annual Accomplishment Report, AAPA, Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) | Superior                  |
| 10%                        | Supervise property and supply management services   | Superior                  |
| 5%                         | Comply with LCE's Directives required by national agencies; respond to Audit Observation Memorandum if any  | Superior                  |
| 5%                         | Conduct and prepare inventory report (Property Plant and Equipment and Supplies)  | 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                  |
|                            | <b>Other Core Functions</b>   |                           |
| 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                  |
|                            | <b>Support Functions and Other Collateral Duties</b>  |                           |
| 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 and regulations assigned by the LCE  | Superior                  |
| <b>100%</b>                |   |                           |

**LIST OF COMPLETE REQUIREMENTS:**

**Primary Requirements:**

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

**Secondary Requirements:**

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

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



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**POSITION PROFILE:**

|                 |                           |              |           |
|-----------------|---------------------------|--------------|-----------|
| POSITION TITLE  | <u>Zoning Officer III</u> | ITEM NUMBER  | <u>25</u> |
| ASSIGNED OFFICE | <u>Zoning Division</u>    | SALARY GRADE | <u>18</u> |
| MONTHLY SALARY  | <u>46,174.00</u>          |              |           |

**QUALIFICATION STANDARDS OF THE POSITION:**

|             |   |              |   |
|-------------|---|--------------|---|
| EDUCATION   | <u>Bachelor's degree relevant to the job</u>                  | COMPETENCIES | <u>Core, organizational and leadership competencies</u> |
| TRAINING    | <u>8 hours of relevant training</u>                           |              |   |
| EXPERIENCE  | <u>2 years of relevant experience</u>                         |              |   |
| ELIGIBILITY | <u>Career Service (Professional) Second Level Eligibility</u> |              |   |

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES  | REQUIRED COMPETENCY LEVEL |
|----------------------------|---|---------------------------|
|                            | <b><i>Strategic Objectives and Inherent Core Functions</i></b>  |                           |
| 25%                        | Oversee zoning enforcement and administration by reviewing and evaluating applications for Locational Clearance, Zoning Certification, and Zoning Clearance to ensure compliance with the Pinamalayan Zoning Ordinance, and supervises site inspections, reporting, land use monitoring, and land use inventory to support effective regulation and updated land use records.   | Advanced                  |
| 15%                        | Ensure the attainment of revenue targets of the Zoning Division to support sustainable revenue generation, fiscal accountability, and compliance with approved financial policies and regulations.  | Advanced                  |
| 10%                        | Lead the formulation of office plans, budgets, accomplishment and assessment reports, and other required compliance documents; respond to Local Chief Executive's directives; oversees PPA fund utilization of the Zoning Division; prepare responses to Audit Observation Memoranda (AOMs) and compliance to CART findings; and ensures timely submission of reports and documentary requirements to national agencies, including AAPSI and LBE Form 5A. | Advanced                  |
| 5%                         | Review and finalize performance evaluation documents of the office and its personnel.   | Advanced                  |
|                            | <b><i>Other Core Functions</i></b>  |                           |
| 10%                        | Provides supervision and monitoring of Zoning Division personnel through the preparation and review of Position Description Forms (PDFs), facilitation of onboarding processes, delivery of coaching and mentoring, conduct of regular staff meetings, and endorsement of qualified personnel for nominations and relevant opportunities.   | Advanced                  |
| 10%                        | Review and finalize activity designs and terminal reports, LBAC Form 3 and other required office reports, and oversee the delivery of administrative and secretariat services while providing technical assistance and support to clients.  | Advanced                  |
| 10%                        | Prepare and submit required personnel documents to ensure proper documentation and compliance with Civil Service Commission rules and other applicable regulations.   | Advanced                  |
|                            | <b><i>Support Functions and Other Collateral Duties</i></b>   |                           |

|      |   |          |
|------|---|----------|
| 4%   | Attend L&D activities as ordered and as prescribed  | Advanced |
| 3%   | Maintain active membership in assigned special bodies or committees by attending meetings, providing administrative and technical inputs, and assisting in the implementation of committee programs | Advanced |
| 3%   | Attend weekly flag-raising and retreat ceremonies to uphold discipline and promote civic responsibility and organizational unity  | Advanced |
| 5%   | Perform other related tasks as may be assigned by the Local Chief Executive.  | Advanced |
| 100% |   |          |

**LIST OF COMPLETE REQUIREMENTS:**

**Primary Requirements:**

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**Secondary Requirements:**

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- 7 Relevant Training Sheet
- 8 Awards Received Sheet
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### POSITION PROFILE:

|                 |  |              |           |
|-----------------|--|--------------|-----------|
| POSITION TITLE  | <b>Administrative Officer III (Records Officer II)</b> | ITEM NUMBER  | <b>86</b> |
| ASSIGNED OFFICE | <b>Municipal Administrator's Office</b>                | SALARY GRADE | <b>14</b> |
| MONTHLY SALARY  | <b>33,322.00</b>                                       |              |           |

### QUALIFICATION STANDARDS OF THE POSITION:

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

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES  | REQUIRED COMPETENCY LEVEL |
|----------------------------|---|---------------------------|
|                            | <b><i>Strategic Objectives and Inherent Core Functions</i></b>  |                           |
| 20%                        | Prepare, review, and submit Agency Organizational Analysis to evaluate the agency's structure, operations, and resource utilization to identify gaps, improve performance, and ensure timely document submission annually.  | Intermediate              |
|                            | Prepare, review, and submit Inter-Office Performance Coordination to ensure timely, accurate, and coordinated submission of inter-office performance reports and related documents before the last working day of the ensuing month of the semester.  | Intermediate              |
| 15%                        | Assess inter-office priority development initiatives documents pertaining to organization improvement and capacity development and forward them to the Head of Office with recommendations or comments, to ensure timely, accurate, and informed evaluation for decision-making, within 3 working hours upon receipt. | Intermediate              |
|                            | Assist in the preparation, consolidation, and initial drafting of outgoing legal and executive issuances to ensure legal compliance and timely issuance, within five (5) working days upon instruction.   | Intermediate              |
|                            | Assist in the technical and substantive review of incoming legal documents and prepares preliminary notes or endorsements, ensuring accuracy and compliance with applicable rules, within sixty (60) working minutes upon receipt.  | Intermediate              |
| 5%                         | Provide necessary data and prepare office plans, budgets, and other similar documents to ensure their strategic alignment, compliance, and timely submission, annually or as necessary.   | Intermediate              |
|                            | Prepare and submit required administrative reports and compliance documents to ensure timely submission, accuracy, and proper documentation and reporting, within the prescribed period.  | Intermediate              |
| 10%                        | Update, organize, label, securely file, and archive office records and documents as necessary, to facilitate easy retrieval, accountability, and compliance with records management standards and regulations.  | Intermediate              |
| 5%                         | Prepare and submit the Individual Performance Commitment and Review within the prescribed period, to support performance monitoring, accountability, and continuous improvement of the office's operations.   | Intermediate              |

|             | <b>Other Core Functions</b>   |              |
|-------------|---|--------------|
| 20%         | Prepare and submit required proposals and terminal reports to ensure timely submission, accuracy, and proper documentation and reporting, within the prescribed period.   | Intermediate |
|             | Prepare and submit all required office reports to ensure proper documentation and effective information flow in support of office operations, within the prescribed period.   | Intermediate |
|             | Prepare outgoing communications/documents upon instruction, to ensure timely and appropriate action as directed by the Head of Office, and compliance with prescribed agency guidelines for notices and submissions.  | Intermediate |
|             | Prepare and submit required personnel documents, maintain custody of assigned office properties, and address received feedbacks and complaints to ensure accountable, compliant, and responsive personnel administration in accordance with applicable laws, agency policies, and internal control standards, within the prescribed period. | Intermediate |
| 5%          | Provide secretariat service to assigned committee/s to ensure the timely execution and follow-through of committee activities and decisions, per committee schedule and activity cycle  | Intermediate |
| 5%          | Provide technical assistance to office clients, to ensure timely, accurate, and responsive client support, as necessary.  | Intermediate |
|             | <b>Support Functions and Other Collateral Duties</b>  |              |
| 5%          | Maintain active membership to special bodies/committees by attending meetings to ensure the office's participation and contribution in inter-office or committee deliberations, discussions, and initiatives.   | Intermediate |
| 3%          | Attend weekly flag-raising and retreat ceremonies to uphold discipline and promote civic responsibility and organizational unity within the municipal government.   | Intermediate |
| 2%          | Perform other related tasks as may be instructed by the immediate supervisor or as authorized by concerned higher authority to ensure the efficiency of the operations of the office or the agency.   | Intermediate |
| 5%          | Attend recommended learning and development interventions to enhance job-related knowledge, skills, and competencies for effective performance and quality service delivery.  | Intermediate |
| <b>100%</b> |   |              |

**LIST OF COMPLETE REQUIREMENTS:**

**Primary Requirements:**

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**POSITION PROFILE:**

|                 |                                |              |            |
|-----------------|--------------------------------|--------------|------------|
| POSITION TITLE  | <u>Dentist I</u>               | ITEM NUMBER  | <u>205</u> |
| ASSIGNED OFFICE | <u>Municipal Health Office</u> | SALARY GRADE | <u>14</u>  |
| MONTHLY SALARY  | <u>37,024.00</u>               |              |            |

**QUALIFICATION STANDARDS OF THE POSITION:**

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

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

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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, 2026**

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

[http://bit.ly/MGOP\\_FebruaryMarch2026](http://bit.ly/MGOP_FebruaryMarch2026)

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>Market Specialist I</u>        | ITEM NUMBER  | <u>275</u> |
| ASSIGNED OFFICE | <u>Market Operations Division</u> | SALARY GRADE | <u>11</u>  |
| MONTHLY SALARY  | <u>27,022.00</u>                  |              |            |

**QUALIFICATION STANDARDS OF THE POSITION:**

|             |   |              |   |
|-------------|---|--------------|---|
| EDUCATION   | <u>Bachelor's Degree</u>                                      | COMPETENCIES | <b>Core and organizational competencies</b> |
| 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 |
|----------------------------|--|---------------------------|
|                            | <b><i>Strategic Objectives and Inherent Core Functions</i></b>   |                           |
| 25%                        | Participate in the office planning activity, provide necessary data and inputs from assigned work area, and prepare the office investment programs, budgets, thematic plans, and similar office plans and documents to ensure accurate, compliant, and timely submission of MOD plans and budget proposals for review and defense, annually or as scheduled. | Advanced                  |
| 10%                        | Encode daily entries of prime commodities and prepare the Monthly Municipal Food Terminal Report to support accurate monitoring and reporting of incoming goods, on a monthly basis  | Intermediate              |
| 5%                         | Prepare and recommend proposed projects and revenue-generating initiatives and support the formulation of the Market Business Plan to enhance market operations and increase revenue and collections, annually every January   | Intermediate              |
| 5%                         | Review and consolidate updated stall occupancy and status information and prepare the Stalls and Occupants Inventory Report to support accurate market records and provide basis for management actions, on a quarterly basis  | Intermediate              |
| 5%                         | Prepare Individual Performance Commitment and Review (IPCR) and evaluate actual accomplishment every semester  | Intermediate              |
|                            | <b><i>Other Core Functions</i></b>   |                           |
| 5%                         | Prepare, consolidate, and submit required common reports to ensure timely, accurate, and organized reporting of operational data of the MOD, as scheduled and in accordance with periodic submission deadlines   | Intermediate              |
| 10%                        | Provide data and prepare draft reports and documents related to office accomplishment, compliance, performance evaluation requirements, activity designs/project proposals to support timely submission, accuracy, and proper documentation of MOD activities and directives.  | Intermediate              |
|                            | Consolidate findings from monthly market stall inspections and prepare the Stall Rental Payment Monitoring Report with recommendations on the prescribed period, to support management in evidence-based decision-making and effective market administration.  | Intermediate              |

|             |  |              |
|-------------|--|--------------|
|             | Prepare submission trackers, and respond to client feedback and complaints to ensure proper documentation, effective information flow, and responsive service delivery in support of market operations   | Intermediate |
|             | Receive, record, and forward incoming communications to the Market Supervisor for instructions on the appropriate response, to ensure proper documentation and timely action, immediately upon receipt   | Intermediate |
|             | Prepare outgoing communications accurately and forward them to the Market Supervisor for review to ensure proper documentation and effective information flow, within prescribed timelines   | Intermediate |
|             | Maintain personal accountability for office properties and equipment under custody and ensure the timely preparation and submission of required personnel documents to demonstrate integrity, compliance, and responsibility as an employee of the Municipal Government.                             | Intermediate |
| 10%         | Assist and interview clients requesting public announcements to gather complete and accurate information, endorse the request to the Market Supervisor for approval, and facilitate the announcement once approved, as needed during office hours  | Intermediate |
| 5%          | Provide technical assistance to MOD clients by addressing inquiries, clarifying procedures, and offering solutions to support efficient and responsive market operations, as requested   | Intermediate |
| 5%          | Provide administrative and technical support to assigned committee/s by documenting meetings and coordinating logistics, to ensure the timely execution and follow-through of committee activities and decisions.  | Intermediate |
|             | <b>Support Functions and Other Collateral Duties</b>   |              |
| 3%          | Attend meetings of various Market Vendors Associations, to ensure effective coordination, communication, and engagement with market vendors to address concerns, relay policies, and support market operations, as scheduled and as required   | Intermediate |
| 5%          | Attend trainings and seminars, as ordered and as prescribed, to enhance knowledge, skills, and competencies for improved individual performance and effective contribution to the operations of the MOD  | Basic        |
| 3%          | Maintain active membership in assigned special bodies or committees by attending meetings, providing administrative and technical inputs, and assisting in the implementation of committee programs, resolutions, and activities to support office/agency objectives and inter-office collaboration. | Basic        |
| 2%          | Attend weekly flag-raising and retreat ceremonies to uphold discipline and promote civic responsibility and organizational unity within the municipal government.  | Basic        |
| 2%          | Perform other related tasks as may be assigned by the immediate supervisor.  | Basic        |
| <b>100%</b> |  |              |

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

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

**Secondary Requirements:**

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

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



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**POSITION PROFILE:**

|                 |                                     |              |            |
|-----------------|-------------------------------------|--------------|------------|
| POSITION TITLE  | <u>Agricultural Technologist</u>    | ITEM NUMBER  | <u>253</u> |
| ASSIGNED OFFICE | <u>Municipal Agriculture Office</u> | SALARY GRADE | <u>10</u>  |
| MONTHLY SALARY  | <u>23,027.00</u>                    |              |            |

**QUALIFICATION STANDARDS OF THE POSITION:**

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

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES  | REQUIRED COMPETENCY LEVEL |
|----------------------------|---|---------------------------|
|                            | <b><i>Strategic Objectives and Inherent Core Functions</i></b>  |                           |
| 50%                        | Provide technical assistance and Disseminate 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, conservation of resources and endorsement of regulatory quarantine, laws and regulations and the like   | Intermediate              |
| 3%                         | Facilitate the implementation of local and national programs/projects in the locality, particularly on Agricultural Development, Crop Production and Development and Livestock Production and Development; and prepare relevant documents including Corn Development Plan, Crop Status Report, Agricultural Intervention Report, Agricultural Map, and Animal Dispersal Report.   | Intermediate              |
| 2%                         | Prepare, review, and annually update the Municipal Vegetable Development Plan based on validated field assessments, production trends, farmer consultations, and applicable national and regional guidelines. Ensure the timely submission of a complete, accurate, and technically sound plan to guide the implementation of vegetable production, nutrition-sensitive agriculture, and market support programs, support efficient resource allocation to strengthen vegetable production, food security, and market supply through sustainable and climate resilient planning |                           |
|                            | <b><i>Other Core Functions</i></b>  |                           |
| 20%                        | Formulate farm development plans on agriculture to increase production, raise the income of clientele in the municipality/barangays covered, and uplift the well being of the community; promote/maintain clientele organizations for multiplier effect in the transfer of packages of technology; assist clientele in the preparations of farm plans and budgets; 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%                         | Monitor hog dispersal in the municipality   | Intermediate              |

|  |   |              |
|--|---|--------------|
| 5%   | Prepare Activity Designs, Terminal Report, and all required periodic reports; maintain office properties/equipment under custody, if any; respond to feedback and complaints, if any; prepare and submit required personnel documents; and provide secretariat service to assigned committee, if any. | Intermediate |
| <b>Support Functions and Other Collateral Duties</b> |   |              |
| 2%   | Attend L&D activities as may be instructed  | Intermediate |
| 8%   | Attend Inter-/Intra-Office Activities in the agency   | Intermediate |
| 2%   | Perform tasks related to membership to special bodies (if applicable)   | Intermediate |
| 3%   | 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 2025);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

**Secondary Requirements:**

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

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### POSITION PROFILE:

|                 |   |              |           |
|-----------------|---|--------------|-----------|
| POSITION TITLE  | <b>Administrative Assistant II (Clerk IV)</b> | ITEM NUMBER  | <b>87</b> |
| ASSIGNED OFFICE | <b>Municipal Administrator's Office</b>       | SALARY GRADE | <b>8</b>  |
| MONTHLY SALARY  | <b>19,303.00</b>                              |              |           |

### QUALIFICATION STANDARDS OF THE POSITION:

|             |   |              |   |
|-------------|---|--------------|---|
| EDUCATION   | <b>Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*</b> |              |   |
| TRAINING    | <b>4 hours of relevant training</b>   | COMPETENCIES | <b>Core and organizational competencies</b> |
| EXPERIENCE  | <b>1 year of relevant experience</b>  |              |   |
| ELIGIBILITY | <b>Career Service (SubProfessional) First Level Eligibility</b>   |              |   |

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES  | REQUIRED COMPETENCY LEVEL |
|----------------------------|---|---------------------------|
|                            | <b><i>Strategic Objectives and Inherent Core Functions</i></b>  |                           |
| 40%                        | Prepares evaluation documents on the status of Projects, Programs, and Activities (PPAs) of various offices funded during the current year under the MFO on Evaluation of PPAs Status, to ensure completeness, accuracy, and alignment with strategic priorities, and forwards them to the Head of Office within twenty (20) working days of the ensuing quarter. | Intermediate              |
|                            | Prepares status reports on unimplemented Projects, Programs, and Activities (PPAs) funded during previous years under the MFO on Tracking of Unimplemented PPAs, to ensure accurate documentation and informed monitoring, and forwards them to the Head of Office on the last working day of January.  | Intermediate              |
|                            | Conducts site inspections and prepares monitoring reports on the physical and financial accomplishments of Projects, Programs, and Activities (PPAs) under the MFO on Monitoring of Physical and Financial Accomplishments, to ensure accurate assessment and compliance, and forwards them to the Head of Office on the 10th working day of the ensuing quarter. | Intermediate              |
|                            | Prepares, consolidates, and submits monitoring reports on the functionality of Special Bodies under the MFO on Assessment of Functionality of Special Bodies, to ensure accurate evaluation, compliance monitoring, and informed management decisions, on the 10th working day of the ensuing quarter.  | Intermediate              |
| 10%                        | Assist in the preparation of development plans, office budget, and similar documents  | Basic                     |
|                            |   | Intermediate              |
|                            |   | Intermediate              |
|                            |   | Intermediate              |
|                            | <b><i>Other Core Functions</i></b>  |                           |

|  |   |              |
|--|---|--------------|
| 10%  | Conducts initial review of agency official documents—including Purchase Requests (PR), Notice of Award (NOA), Contract Agreements, Notice to Proceed (NTP), Obligation Requests (OBRE), Purchase Orders (PO), Vouchers, Itineraries of Travel, and Letters/Memoranda from other offices—under the MFO on Technical Review of Agency Official Documents, to ensure completeness, accuracy, compliance, and readiness for approval, within sixty (60) working minutes upon receipt of complete documents. | Intermediate |
| 5%   | Monitor hog dispersal in the municipality   | Intermediate |
| 5%   | Prepare Activity Designs, Terminal Report, and all required periodic reports; maintain office properties/equipment under custody, if any; respond to feedback and complaints, if any; prepare and submit required personnel documents; and provide secretariat service to assigned committee, if any.   | Intermediate |
| <b>Support Functions and Other Collateral Duties</b> |   |              |
| 2%   | Attend L&D activities as may be instructed  | Intermediate |
| 8%   | Attend Inter-/Intra-Office Activities in the agency   | Intermediate |
| 2%   | Perform tasks related to membership to special bodies (if applicable)   | Intermediate |
| 3%   | Perform other related tasks as may be assigned by the immediate supervisor.   | Intermediate |
| 85%  |   |              |

**LIST OF COMPLETE REQUIREMENTS:**

**Primary Requirements:**

- 1 Application Letter addressed to the Head of Agency;
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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;
- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
- 12 Certificate of Residency (for department head positions and other positions with residency requirement)

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### POSITION PROFILE:

|                 |   |              |            |
|-----------------|---|--------------|------------|
| POSITION TITLE  | <b>Administrative Assistant II (Clerk IV)</b> |              |            |
| ASSIGNED OFFICE | <b>Market Operations Department</b>           | ITEM NUMBER  | <b>277</b> |
| MONTHLY SALARY  | <b>19,303.00</b>                              | SALARY GRADE | <b>8</b>   |

### QUALIFICATION STANDARDS OF THE POSITION:

|             |   |              |   |
|-------------|---|--------------|---|
| EDUCATION   | <b>Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*</b> |              |   |
| TRAINING    | <b>4 hours of relevant training</b>   | COMPETENCIES | <b>Core and organizational competencies</b> |
| EXPERIENCE  | <b>1 year of relevant experience</b>  |              |   |
| ELIGIBILITY | <b>Career Service (SubProfessional) First Level Eligibility</b>   |              |   |

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES  | REQUIRED COMPETENCY LEVEL |
|----------------------------|---|---------------------------|
|                            | <b>Strategic Objectives and Inherent Core Functions</b>   |                           |
| 25%                        | Participate in the office planning activity, provide necessary data and inputs from assigned work area, and prepare the office investment programs, budgets, thematic plans, office accomplishment, compliance, performance evaluation requirements and similar office plans and documents to ensure accurate, compliant, and timely submission of MOD plans and budget proposals for review and defense, annually or as scheduled. | Intermediate              |
| 15%                        | Encode meat inventory data and prepare the Monthly Meat Inventory Report to support accurate monitoring and reporting of meat inventory, on a monthly basis   | Intermediate              |
|                            | Encode and prepare the Annual Summary Report of Meat Products based on validated gate pass and inventory records to ensure accurate documentation and timely submission of annual meat product data for monitoring and reference, on an annual basis  | Intermediate              |
|                            | Encode daily entries of prime commodities delivered to the Municipal Food Terminal and prepare the Monthly Municipal Food Terminal Report based on verified records   | Intermediate              |
| 10%                        | Compile and provide required attachments, records, and relevant market information and support the preparation of the Market Business Plan to ensure accurate market analysis for operational planning and revenue generation, annually every January   | Intermediate              |
|                            | <b>Other Core Functions</b>   |                           |
| 5%                         | Provide administrative and technical support to assigned committee/s  | Intermediate              |
| 5%                         | Provide technical assistance to MOD clients by addressing inquiries,  | Intermediate              |
| 15%                        | Provide data and prepare draft reports and documents related activity   | Intermediate              |
|                            | Prepare, consolidate, and submit required common reports to ensure  | Intermediate              |
|                            | Respond to client feedback and complaints to ensure proper documentation, effective information flow, and responsive service delivery in support of market operations   | Intermediate              |

|             |  |              |
|-------------|--|--------------|
|             | Receive, record, and forward incoming communications to the Market Supervisor for instructions on the appropriate response, to ensure proper documentation and timely action, immediately upon receipt   | Intermediate |
|             | Prepare outgoing communications accurately and forward them to the Market Supervisor for review to ensure proper documentation and effective information flow, within prescribed timelines   | Intermediate |
|             | Maintain personal accountability for office properties and equipment under custody and ensure the timely preparation and submission of required personnel documents to demonstrate integrity, compliance, and responsibility as an employee of the Municipal Government.   | Intermediate |
|             | Maintain the registration and regular upkeep of the MOD vehicles to ensure operation, compliance with transport regulations, and support to the MOD's mobility and logistical operations, including the collection of delivery van fees and transportation of processors within the municipal compound, as necessary or as scheduled | Intermediate |
| 10%         | Assess and verify the financial account status of stallholders and process the issuance of Stall Occupancy Clearance to ensure settlement of all outstanding obligations as a requirement for business permit renewal, conducted annually every January, with extensions subject to approval of the Mayor.                           | Intermediate |
|             | Assess and verify stallholder eligibility, compliance with Market Code and Revenue Code provisions, and clearance of financial obligations, and process the issuance of the Market Lease Contract to ensure lawful and regulated stall occupancy, every two (2) years  | Intermediate |
|             | <b>Support Functions and Other Collateral Duties</b>   |              |
| 3%          | Attend meetings of various Market Vendors Associations, to ensure effective coordination, communication, and engagement with market vendors to address concerns, relay policies, and support market operations, as scheduled and as required   | Intermediate |
| 5%          | Attend trainings and seminars, as ordered and as prescribed, to enhance knowledge, skills, and competencies for improved individual performance and effective contribution to the operations of the MOD  | Basic        |
| 3%          | Maintain active membership in assigned special bodies or committees by attending meetings, providing administrative and technical inputs, and assisting in the implementation of committee programs, resolutions, and activities to support office/agency objectives and inter-office collaboration.                                 | Basic        |
| 2%          | Attend weekly flag-raising and retreat ceremonies to uphold discipline and promote civic responsibility and organizational unity within the municipal government.  | Basic        |
| 2%          | Perform other related tasks as may be assigned by the immediate supervisor.  | Basic        |
| <b>100%</b> |  |              |

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

- 1 Application Letter addressed to the Head of Agency;
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- 3 Highest Scholastic Record;
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**Secondary Requirements:**

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**POSITION PROFILE:**

|                 |   |              |            |
|-----------------|---|--------------|------------|
| POSITION TITLE  | <b>Administrative Assistant I (Computer Operator I)</b> |              |            |
| ASSIGNED OFFICE | <b>Municipal Engineering Office</b>                     | ITEM NUMBER  | <b>261</b> |
| MONTHLY SALARY  | <b>18,099.00</b>  | SALARY GRADE | <b>7</b>   |

**QUALIFICATION STANDARDS OF THE POSITION:**

|             |  |              |                         |
|-------------|--|--------------|-------------------------|
| EDUCATION   | Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) |              |                         |
| TRAINING    | None required  | COMPETENCIES | Core and Organizational |
| EXPERIENCE  | None required  |              | Competencies            |
| ELIGIBILITY | Career Service (Subprofessional), Data Encoder, First Level Eligibility  |              |                         |

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES  | REQUIRED COMPETENCY LEVEL |
|----------------------------|---|---------------------------|
|                            | <b>Strategic Objectives and Inherent Core Functions</b>   |                           |
| 25%                        | Prepare office plans, budgets, and other similar documents of the Municipal Engineering Office to ensure their strategic alignment, compliance, and timely submission, annually or as necessary.  | Basic                     |
| 20%                        | Prepare and submit required administrative reports, proposals, and compliance documents to ensure timely submission, accuracy, and proper documentation and reporting, within the prescribed period   | Basic                     |
| 5%                         | Prepare the Individual Performance Commitment and Review  | Basic                     |
|                            | <b>Other Core Functions</b>   |                           |
| 20%                        | Prepare office activity designs for office activity proposals and equivalent terminal report; accomplish office Local Budget Accountability Form 3; prepare all required office reports, tracking reports and similar documents of the office; and prepare outgoing communications of the office. | Basic                     |
| 5%                         | Prepares and submits required personnel documents; maintains custody and ensures proper upkeep of assigned office properties; and addresses received feedback and complaints within the prescribed period.  | Basic                     |
| 5%                         | Provide secretariat service to assigned committee/s, and prepare and submit Local Special Bodies Activity Reports on the prescribed period.   | Basic                     |
| 5%                         | Provide technical assistance to office clients, to ensure timely, accurate, and responsive client support, as necessary.  | Basic                     |
|                            | <b>Support Functions and Other Collateral Duties</b>  |                           |
| 4%                         | Attend L&D activities as may be instructed  | Basic                     |
| 4%                         | Attend Inter-/Intra-Office Activities in the agency   | Basic                     |
| 4%                         | Perform tasks related to membership to special bodies (if applicable)   | Basic                     |
| 3%                         | Perform other related tasks as may be assigned by the immediate supervisor.   | Basic                     |
| <b>100%</b>                |   |                           |

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

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025);
- 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**  
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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, 2026**

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

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**POSITION PROFILE:**

|                 |   |              |           |
|-----------------|---|--------------|-----------|
| POSITION TITLE  | <b>Administrative Assistant I (Computer Operator I)</b> |              |           |
| ASSIGNED OFFICE | <b>Office of the Vice Mayor</b>                         | ITEM NUMBER  | <b>74</b> |
| MONTHLY SALARY  | <b>18,099.00</b>  | SALARY GRADE | <b>7</b>  |

**QUALIFICATION STANDARDS OF THE POSITION:**

|             |  |              |                         |
|-------------|--|--------------|-------------------------|
| EDUCATION   | Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) |              |                         |
| TRAINING    | None required  | COMPETENCIES | Core and Organizational |
| EXPERIENCE  | None required  |              | Competencies            |
| ELIGIBILITY | Career Service (Subprofessional), Data Encoder, First Level Eligibility  |              |                         |

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES   | REQUIRED COMPETENCY LEVEL |
|----------------------------|--|---------------------------|
|                            | <b>Strategic Objectives and Inherent Core Functions</b>  |                           |
| 20%                        | Provides legislative secretariat support services by preparing and processing required documents and coordinating with concerned participants in relation to meetings, hearings, and consultations.  | Basic                     |
| 10%                        | Assist in the updating of Legislative Information and Management System (LIMS).  | Basic                     |
| 10%                        | Provide Library Services, including the preparation of the Monthly Inventory of Library Services Report, facilitation of on-site access to reference materials, and management of reference materials for overnight borrowing.   | Basic                     |
| 5%                         | Prepare weekly Inventory of Proposed Legislative Measures  | Basic                     |
| 5%                         | Prepare the Individual Performance Commitment and Review   | Basic                     |
|                            | <b>Other Core Functions</b>  |                           |
| 10%                        | Prepare office activity designs for office activity proposals; assist in the accomplishment of office Local Budget Accountability Form 3; assist in the preparation of all required office reports and documents of the office; and prepare outgoing communications of the office. | Basic                     |
| 10%                        | Prepare and process procurement documents within the prescribed period to ensure compliance with procurement guidelines and facilitate timely acquisition of goods and services.   | Basic                     |
| 5%                         | Prepare and submit required personnel documents; maintains custody and ensures proper upkeep of assigned office properties; and addresses received feedback and complaints within the prescribed period.   | Basic                     |
| 5%                         | Prepare and submit Local Special Bodies Activity Reports on the prescribed period.   | Basic                     |
| 5%                         | Provide technical assistance to office clients, to ensure timely, accurate, and responsive client support, as necessary.   | Basic                     |
|                            | <b>Support Functions and Other Collateral Duties</b>   |                           |

|      |  |       |
|------|--|-------|
| 6%   | Perform other duties as may be instructed by the immediate supervisor. | Basic |
| 3%   | Attend L&D activities as may be instructed                             | Basic |
| 3%   | Perform tasks related to membership to special bodies (if applicable)  | Basic |
| 3%   | Attend Flag Raising and Retreat Ceremonies of the agency               | 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 2025);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

**Secondary Requirements:**

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

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## JOB VACANCY

APPLICATION PERIOD: **February 24 to March 11, 2026**

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[http://bit.ly/MGOP\\_FebruaryMarch2026](http://bit.ly/MGOP_FebruaryMarch2026)

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**POSITION PROFILE:**

|                 |                                |              |            |
|-----------------|--------------------------------|--------------|------------|
| POSITION TITLE  | <b>Sanitation Inspector I</b>  |              |            |
| ASSIGNED OFFICE | <b>Municipal Health Office</b> | ITEM NUMBER  | <b>211</b> |
| MONTHLY SALARY  | <b>18,957.00</b>               | SALARY GRADE | <b>6</b>   |

**QUALIFICATION STANDARDS OF THE POSITION:**

|             |  |              |  |
|-------------|--|--------------|--|
| EDUCATION   | <b>Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016)*</b> |              |  |
| TRAINING    | <b>None required</b>   | COMPETENCIES |  |
| EXPERIENCE  | <b>None required</b>   |              |  |
| ELIGIBILITY | <b>Career Service (Subprofessional) First Level Eligibility</b>  |              |  |

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES   | REQUIRED COMPETENCY LEVEL |
|----------------------------|--|---------------------------|
|                            | <b>Strategic Objectives and Inherent Core Functions</b>  |                           |
| 40%                        | Perform Sanitation Inspection services including the issuance of sanitary permit, conduct of sanitation inspection by request, inspection of water refilling, inspection of food establishment, inspection of industrial and health education and monthly report preparation | Intermediate              |
| 5%                         | Prepare post-mortem examination report   | Intermediate              |
| 5%                         | Prepare the Individual Performance Commitment and Review (IPCR)  | Basic                     |
|                            | <b>Other Core Functions</b>  |                           |
| 15%                        | Respond to emergencies when needed   | Intermediate              |
| 15%                        | Prepare activity design, terminal report and personnel documents, and maintain office properties and equipment under custody   | Basic                     |
| 5%                         | Provide technical assistance to clients upon request   | Basic                     |
|                            | <b>Support Functions and Other Collateral Duties</b>   |                           |
| 5%                         | Attend L&D activities as may be instructed   | Basic                     |
| 5%                         | Attend Inter-/Intra-Office Activities in the agency  | Basic                     |
| 3%                         | Perform tasks related to membership to special bodies (if applicable)  | Basic                     |
| 2%                         | Perform other related tasks as may be assigned by the immediate supervisor.  | Basic                     |
| <b>100%</b>                |  |                           |

**LIST OF COMPLETE REQUIREMENTS:**

**Primary Requirements:**

- 1 Application Letter addressed to the Head of Agency;
- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

**Secondary Requirements:**

- 6 Work Experience Sheet
- 7 Relevant Training Sheet
- 8 Awards Received Sheet

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

|                 |                                   |              |            |
|-----------------|-----------------------------------|--------------|------------|
| POSITION TITLE  | <b>Revenue Collection Clerk I</b> | ITEM NUMBER  | <b>165</b> |
| ASSIGNED OFFICE | <b>Municipal Treasury Office</b>  | SALARY GRADE | <b>5</b>   |
| MONTHLY SALARY  | <b>16,079.00</b>                  |              |            |

**QUALIFICATION STANDARDS OF THE POSITION:**

|             |  |              |                          |
|-------------|--|--------------|--------------------------|
| EDUCATION   | <b>Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016)*</b> |              |                          |
| TRAINING    | <b>None required</b>   | COMPETENCIES | <b>Core Competencies</b> |
| EXPERIENCE  | <b>None required</b>   |              |                          |
| ELIGIBILITY | <b>Career Service (Subprofessional) First Level Eligibility</b>  |              |                          |

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES  | REQUIRED COMPETENCY LEVEL |
|----------------------------|---|---------------------------|
|                            | <b>Strategic Objectives and Inherent Core Functions</b>   |                           |
| 25%                        | Verify payment, prepare and release Tax clearance and business clearance as requested, to provide timely and accurate document for whatever legal purpose it may serve the MTO clients  | Intermediate              |
|                            | Maintain and regularly update real property tax account records, business tax account record and stall rental account records ensuring the accuracy, completeness, and consistency of the Tax Account Register on a monthly basis, in order to uphold the integrity, timeliness, and regulatory compliance of real property tax documentation and support efficient revenue administration. | Intermediate              |
| 25%                        | Collect local taxes, fees, and charges and ensure accurate issuance and recording of official receipts on a daily basis in order to maintain reliable collection records and support efficient and compliant revenue administration within the Municipal Treasury Office.   | Intermediate              |
| 5%                         | Prepares, accomplishes, and submits the Individual Performance Commitment and Review (IPCR) within the prescribed period to ensure accurate documentation of individual performance, support performance evaluation, and promote accountability and continuous improvement in the operations of the Municipal Treasury Office.  | Basic                     |
|                            | <b>Other Core Functions</b>   |                           |
| 5%                         | Provide technical assistance to MTO clients by addressing inquiries, facilitating compliance with requirements, and supporting the implementation of MTO programs and services.   | Intermediate              |
| 5%                         | Provide administrative and technical support to assigned committee/s by documenting meetings, coordinating logistics, and ensuring the timely execution of committee resolutions and follow-up actions to ensure the efficient coordination, documentation, and follow-through of committee activities and decisions in support of MTO programs and organizational objectives.              | Intermediate              |
| 5%                         | Maintain active membership in assigned special bodies or committees by attending meetings, providing administrative and MTO-related inputs, and assisting in the implementation of committee programs, resolutions, and activities to support MTO objectives and inter-office collaboration.  | Intermediate              |

|  |  |              |
|--|--|--------------|
| 15%  | Maintain personal accountability for office properties and equipment under custody and ensure the timely preparation and submission of required personnel documents to demonstrate integrity, compliance, and responsibility as an employee of the Municipal Government.                             | Intermediate |
| <b>Support Functions and Other Collateral Duties</b> |  |              |
| 5%   | Attend trainings and seminars to enhance job-related knowledge, skills, and competencies necessary for the effective performance of functions and delivery of quality services.  | Basic        |
| 3%   | Maintain active membership in assigned special bodies or committees by attending meetings, providing administrative and technical inputs, and assisting in the implementation of committee programs, resolutions, and activities to support office/agency objectives and inter-office collaboration. | Basic        |
| 2%   | Attend weekly flag-raising and retreat ceremonies to uphold discipline and promote civic responsibility and organizational unity within the municipal government.  | Basic        |
| 5%   | 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 2025);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

**Secondary Requirements:**

- 6 Work Experience Sheet
- 7 Relevant Training Sheet
- 8 Awards Received Sheet
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
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### POSITION PROFILE:

|                 |  |              |           |
|-----------------|--|--------------|-----------|
| POSITION TITLE  | <b>Administrative Aide IV (Clerk II)</b> | ITEM NUMBER  | <b>77</b> |
| ASSIGNED OFFICE | <b>Office of the Vice Mayor</b>          | SALARY GRADE | <b>4</b>  |
| MONTHLY SALARY  | <b>15,150.00</b>                         |              |           |

### QUALIFICATION STANDARDS OF THE POSITION:

|             |  |              |                          |
|-------------|--|--------------|--------------------------|
| EDUCATION   | <b>Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016)*</b> |              |                          |
| TRAINING    | <b>None required</b>   | COMPETENCIES | <b>Core Competencies</b> |
| EXPERIENCE  | <b>None required</b>   |              |                          |
| ELIGIBILITY | <b>Career Service (Subprofessional) First Level Eligibility</b>  |              |                          |

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES   | REQUIRED COMPETENCY LEVEL |
|----------------------------|--|---------------------------|
|                            | <b>Strategic Objectives and Inherent Core Functions</b>  |                           |
| 20%                        | Provides legislative secretariat support services by preparing and processing required documents and coordinating with concerned participants in relation to meetings, hearings, consultations, and land development applications. | Basic                     |
| 15%                        | Perform necessary activities such as preparation of documents and coordination to winning bidder for the schedule of publication of Required Codes/ Ordinances   | Basic                     |
| 5%                         | Prepare Monthly Inventory Report of Land Development   | Basic                     |
| 5%                         | Prepare weekly Inventory of Proposed Legislative Measures  | Basic                     |
| 5%                         | Prepare the Individual Performance Commitment and Review   | Basic                     |
|                            | <b>Other Core Functions</b>  |                           |
| 10%                        | Prepare required office reports and documents; receive, record, and file incoming communications; and prepare outgoing communications of the office.   | Basic                     |
| 10%                        | Prepare and process procurement documents within the prescribed period to ensure compliance with procurement guidelines and facilitate timely acquisition of goods and services.   | Basic                     |
| 5%                         | Prepare and submit required personnel documents; maintains custody and ensures proper upkeep of assigned office properties; and addresses received feedback and complaints within the prescribed period.                           | Basic                     |
| 5%                         | Provide secretariat service to assigned committee/s, and prepare and submit Local Special Bodies Activity Reports on the prescribed period.  | Basic                     |
| 5%                         | Provide technical assistance to office clients, to ensure timely, accurate, and responsive client support, as necessary.   | Basic                     |
|                            | <b>Support Functions and Other Collateral Duties</b>   |                           |
| 3%                         | Attend L&D activities as may be instructed   | Basic                     |
| 3%                         | Perform tasks related to membership to special bodies (if applicable)  | Basic                     |
| 3%                         | Attend Flag Raising and Retreat Ceremonies of the agency   | Basic                     |

|      |  |       |
|------|--|-------|
| 6%   | Perform other duties as may be 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 2025);
- 3 Highest Scholastic Record;
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- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

**Secondary Requirements:**

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

|                 |   |              |            |
|-----------------|---|--------------|------------|
| POSITION TITLE  | <b>Administrative Aide I (Utility Worker I)</b> | ITEM NUMBER  | <b>280</b> |
| ASSIGNED OFFICE | <b>Market Operations Department</b>             | SALARY GRADE | <b>1</b>   |
| MONTHLY SALARY  | <b>12,655.00</b>                                |              |            |

**QUALIFICATION STANDARDS OF THE POSITION:**

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

| PERCENTAGE OF WORKING TIME | STATEMENT OF DUTIES AND RESPONSIBILITIES   | REQUIRED COMPETENCY LEVEL |
|----------------------------|--|---------------------------|
|                            | <b><i>Strategic Objectives and Inherent Core Functions</i></b>   |                           |
| 15%                        | Maintain the cleanliness and orderliness of the Market office to support efficient office operations   | Basic                     |
| 5%                         | Compile and provide required attachments, records, and relevant information and support the preparation of the Market Business Plan, Office Annual Budget and Office Annual Accomplishment Report  | Basic                     |
| 5%                         | Conduct on-site inspection of stalls to verify occupancy, status, and physical condition and provide verified information for the Stalls and Occupants Inventory Report to ensure accurate market records and support operational monitoring, on a quarterly basis   | Basic                     |
| 5%                         | Conduct onsite verification and validation of stallholders' rental payment status to ensure accurate monitoring of outstanding balances and support revenue collection, on a monthly basis   | Basic                     |
| 5%                         | Monitor and consolidate daily Public Comfort Room collection records, submit the Daily Collection Report to the Market Supervisor for verification before 12:00 NN daily, and determine the total monthly income to support reconciliation of Cash Ticket Issuance and Payment Reports and the preparation of the Monthly Public Comfort Room Income Report. | Basic                     |
| 5%                         | Assess and verify the financial account status of stallholders and process the issuance of Stall Occupancy Clearance to ensure settlement of all outstanding obligations as a requirement for business permit renewal, conducted annually every January, with extensions subject to approval of the Mayor.   | Basic                     |
| 5%                         | Assess and verify stallholders' eligibility; facilitate the preparation of the Market Lease Contract and its forwarding for approval, upon application and every two (2) years, to ensure lawful and regulated stall occupancy.  | Basic                     |
| 5%                         | Prepare Individual Performance Commitment and Review (IPCR) and evaluate actual accomplishment every semester  | Basic                     |
|                            | <b><i>Other Core Functions</i></b>   |                           |

|      |  |       |
|------|--|-------|
| 15%  | Prepare, consolidate, and submit required reports, including LBAC Form 3, to ensure timely, accurate, and organized reporting of operational data of the MOD, as scheduled and in accordance with periodic submission deadlines  | Basic |
|      | Respond to client feedback and complaints to ensure proper documentation, effective information flow, and responsive service delivery in support of market operations  | Basic |
|      | Receive, record, and forward incoming communications to the Market Supervisor for instructions on the appropriate response, to ensure proper documentation and timely action, immediately upon receipt   | Basic |
|      | Prepare outgoing communications accurately and forward them to the Market Supervisor for review to ensure proper documentation and effective information flow, within prescribed timelines   | Basic |
|      | Maintain personal accountability for office properties and equipment under custody and ensure the timely preparation and submission of required personnel documents to demonstrate integrity, compliance, and responsibility as an employee of the Municipal Government.                             | Basic |
|      | Prepare and process procurement requirements accurately, timely, and in compliance with relevant policies to support the operational and service needs of the MOD depending on procurement activities and project requirements   | Basic |
| 10%  | Assist and interview clients requesting public announcements to gather complete and accurate information, endorse the request to the Market Supervisor for approval, and facilitate the announcement once approved, as needed during office hours  | Basic |
| 5%   | Provide technical assistance to MOD clients by addressing inquiries, clarifying procedures, and offering solutions to support efficient and responsive market operations, as requested   | Basic |
| 5%   | Provide administrative and technical support to assigned committee/s by documenting meetings and coordinating logistics, to ensure the timely execution and follow-through of committee activities and decisions.  | Basic |
|      | <b>Support Functions and Other Collateral Duties</b>   |       |
| 3%   | Attend meetings of various Market Vendors Associations, to ensure effective coordination, communication, and engagement with market vendors to address concerns, relay policies, and support market operations, as scheduled and as required   | Basic |
| 5%   | Attend trainings and seminars, as ordered and as prescribed, to enhance knowledge, skills, and competencies for improved individual performance and effective contribution to the operations of the MOD  | Basic |
| 3%   | Maintain active membership in assigned special bodies or committees by attending meetings, providing administrative and technical inputs, and assisting in the implementation of committee programs, resolutions, and activities to support office/agency objectives and inter-office collaboration. | Basic |
| 2%   | Attend weekly flag-raising and retreat ceremonies to uphold discipline and promote civic responsibility and organizational unity within the municipal government.  | 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 2025);
- 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.