

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: 28-May-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Management and Audit Analyst II)	123	15	32,957.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Accounting Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 12, 2024.

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

***Requirements:

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

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

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

NEMIA B. MONSANTO

MGDH I

Zone III, Pinamalayan, Oriental Mindoro

apply.mgop@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

HUMAN RESOURCE MANAGEMENT OFFICE



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

JOB VACANCY

APPLICATION PERIOD: **May 28 to June 12, 2024**

File your application online and upload complete requirements through the MGOP Job Application Portal:
https://bit.ly/MGOP_MayJune2024

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POSITION PROFILE:

POSITION TITLE	Administrative Officer IV (Management and Audit Analyst II)		
ASSIGNED OFFICE	Municipal Accounting Office	ITEM NUMBER	123
MONTHLY SALARY	32,957.00	SALARY GRADE	15

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Bachelor's degree relevant to the job	COMPETENCIES	Core and organizational competencies
TRAINING	4 hours of relevant training		
EXPERIENCE	1 year of relevant experience		
ELIGIBILITY	Career Service (Professional) Second Level Eligibility		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	Strategic Objectives and Inherent Core Functions	
40%	Review all financial claims for General Fund and PRDP under Complex and Bidding	Superior
5%	Prepare all Journal Entries and Posting for General Fund and PRDP	Superior
5%	Prepare Trial Balance for General Fund and PRDP	Superior
	Other Core Functions	
20%	Post all entries to General Ledger to General Fund	Superior
10%	Prepare Monthly Remittance Lists for General Fund	Superior
2%	Prepare other reports assigned by the supervisor	Superior
1%	Provision of Technical Assistance to clients	Superior
1%	Maintain office properties under custody	Superior
1%	Prepare and submit Personnel Documents	Superior
	Support Functions and Other Collateral Duties	
15%	Attend L&D activities as may be instructed.	Superior
	Attend Inter-/Intra-Office Activities in the agency.	Superior
	Perform tasks related to membership to special bodies (if applicable).	Superior
	Perform other related tasks as may be assigned by the immediate supervisor.	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)

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.