

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:

13-Aug-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	Rural Health Physician	203	24	90,078.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080, as amended (Physician)	Core, organizational, and leadership competencies	Municipal Health Office
2	Local Revenue Collection Officer II	145	15	32,957.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Leadership, core and organizational competencies	Municipal Treasury Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 28, 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;



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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: **August 13-28, 2024**

File your application online and upload complete requirements through the MGOP Job Application Portal:
https://bit.ly/MGOP_August2024

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>Rural Health Physician</u>	ITEM NUMBER	<u>203</u>
ASSIGNED OFFICE	<u>Municipal Health Office</u>	SALARY GRADE	<u>24</u>
MONTHLY SALARY	<u>90,078.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Doctor of Medicine</u>	COMPETENCIES	Core, organizational, and leadership competencies
TRAINING	<u>8 hours of relevant training</u>		
EXPERIENCE	<u>2 years of relevant experience</u>		
ELIGIBILITY	<u>2 years of relevant experience</u>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
25%	Render medical, diagnostics, preventive, and treatment services to patients	Advanced
10%	Assess and conduct medical-legal cases/report and post mortem examination as well as review and sign death certificate	Advanced
5%	Attend to emergency response upon activation of operation center	Advanced
5%	Prepare and submit Office Annual Agency Performance Appraisal (AAPA) and compliances to other directives from National Agency	Basic
5%	Prepare the Individual Performance Commitment and Review (IPCR)	Basic
	<i>Other Core Functions</i>	
15%	Prepare activity design and equivalent terminal report	Basic
5%	Perform other core functions such as preparation and submission of personnel documents, and maintenance of office equipment under custody	Basic
5%	Prepare official documents such as outgoing communications related to OPD and others	Basic
5%	Render technical assistance upon request	Basic
5%	Prepare the Regional Project Monitoring and Evaluation System (RPMES) Report	Basic
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attend L&D activities as may be instructed.	Basic
5%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies.	Basic

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.

2%	Perform other related tasks as may be assigned by the immediate supervisor.	Basic
100%		

LIST OF COMPLETE REQUIREMENTS:

Primary Requirements:

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

Secondary Requirements:

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

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



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POSITION PROFILE:

POSITION TITLE	<u>Local Revenue Collection Officer II</u>	ITEM NUMBER	<u>145</u>
ASSIGNED OFFICE	<u>Municipal Treasury Office</u>	SALARY GRADE	<u>15</u>
MONTHLY SALARY	<u>32,957.00</u>		

QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<i>Strategic Objectives and Inherent Core Functions</i>	
25%	Collect/Accept payment on business tax, fees, charges and miscellaneous revenues.	Advanced
15%	Update payment record of all business taxpayers.	Advanced
10%	Propose revenue measures to the Municipal Treasurer.	Advanced
	<i>Other Core Functions</i>	
15%	Examine and verify books of accounts, licenses, taxes, and fees and charges.	Advanced
10%	Verify the accuracy of assessment of computation of business tax miscellaneous fees and other charges and submit report of findings to the Municipal Treasurer.	Advanced
10%	Inspect private, commercial and industrial establishments within the jurisdiction of the LGU in relation to the implementation of tax ordinance.	Advanced
	<i>Support Functions and Other Collateral Duties</i>	
5%	Attend L&D activities as may be instructed.	Basic
5%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies.	Basic
2%	Perform other related tasks as may be assigned by the immediate supervisor.	Basic
100%		

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Primary Requirements:

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