

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: 14-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	Administrative Aide VI (Accounting Clerk II)	129	6	15,798.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First 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 August 29, 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.



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: **August 14-29, 2024**

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

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POSITION PROFILE:

POSITION TITLE	Administrative Aide VI (Accounting Clerk II)	ITEM NUMBER	129
ASSIGNED OFFICE	Municipal Accounting Office	SALARY GRADE	6
MONTHLY SALARY	15,798.00		

QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	Completion of two years studies in college	COMPETENCIES	Core and organizational competencies
TRAINING	None required		
EXPERIENCE	None required		
ELIGIBILITY	Career Service (Subprofessional) First 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 procurement	Intermediate
5%	Review all financial claims for assigned Barangay	Intermediate
5%	Prepare the Individual Performance Commitment and Review	Intermediate
	Other Core Functions	
20%	Post all entries to General Ledger for assigned Barangay	Intermediate
5%	Prepare and post all Trial Balance for assigned Barangay	Intermediate
2%	Prepare other reports assigned by the immediate supervisor	Basic
3%	Assist in the preparation of Annual, Quarterly, and Monthly Financial Reports	Basic
2%	Assist in the preparation of Certificate of Availability of Funds and in the preparation of the Office Annual Accomplishment Report	Basic
1%	Provide technical assistance to clients, and render Secretariat Service to assigned committee/s	Basic
1%	Maintain office properties under custody	Basic
1%	Prepare and submit personnel documents	Basic
	Support Functions and Other Collateral Duties	
15%	Attend L&D activities as may be instructed.	Basic
	Attend Inter-/Intra-Office Activities in the agency.	Basic
	Perform tasks related to membership to special bodies.	Basic

	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.

***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.