

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: 29-Oct-24

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	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	94,132.00	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	Municipal Government Assistant Department Head I (Municipal Assistant Treasurer)	136	22	67,352.00	College degree preferably in commerce, public administration, or law from a recognized college or university	None required	At least three (3) years experience in the treasury or accounting service	First grade civil service eligible or its equivalent	Leadership, core and organizational competencies	Municipal Treasury Office

3	Medical Officer III	185	21	67,005.00	Doctor of Medicine	None required	None required	RA 1080	Core, organizational, and leadership competencies	Municipal Health Office
4	Veterinarian III	226	19	48,486.00	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Core, organizational, and leadership competencies	Municipal Agriculture Office
5	Dentist I	189	14	35,434.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080	Core and organizational competencies	Municipal Health Office
6	Administrative Officer III (Cashier II)	143	14	31,891.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Treasury Office
7	Administrative Officer I (Records Officer I)	160	10	21,943.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Assessor's Office
8	Administrative Officer I (Records Officer I)	125	10	21,943.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Core and organizational competencies	Municipal Accounting Office

9	Administrative Assistant I (Computer Operator I)	127	7	17,429.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None Required	Career Service (Subprofessional), Data Encoder, First Level Eligibility	Core and organizational competencies	Municipal Accounting Office
10	Revenue Collection Clerk I	147	5	15,485.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core and organizational competencies	Municipal Treasury Office
11	Administrative Aide IV (Human Resource Management Aide)	88	4	14,588.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Core competencies	Human Resource Management Office
12	Administrative Aide III (Driver I)	201	3	15,265.00	Elementary/ Secondary School Graduate	None required	None required	Professional Driver's License (MC No.10 s. 2013-Cat IV)	Core competencies	Municipal Health Office
13	Administrative Aide I (Utility Worker I)	142	1	12,177.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Core 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 November 13, 2024.

\*\*\*The Municipal Government of Pinamlayan 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](http://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](mailto:apply.mgop@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines  
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MUNICIPALITY OF PINAMALAYAN

# HUMAN RESOURCE MANAGEMENT OFFICE



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

## JOB VACANCY

APPLICATION PERIOD: **October 29 to November 13, 2024**

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

[https://bit.ly/MGOP\\_OctoberNovember2024](https://bit.ly/MGOP_OctoberNovember2024)

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### POSITION PROFILE:

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

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Doctor of Medicine</b>	COMPETENCIES	<b>Core, organizational, and leadership competencies</b>
TRAINING	<b>8 hours of relevant training</b>		
EXPERIENCE	<b>2 years of relevant experience</b>		
ELIGIBILITY	<b>RA 1080 (Physician)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
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
	<b><i>Other Core Functions</i></b>	
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
	<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>		

### 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	<b>Municipal Government Assistant Department Head I (Municipal Assistant Treasurer)</b>		
ASSIGNED OFFICE	<b>Municipal Treasury Office</b>	ITEM NUMBER	<b>136</b>
MONTHLY SALARY	<b>64,360.00</b>	SALARY GRADE	<b>22</b>

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>College degree preferably in commerce, public administration, or law from a recognized college or university</b>	
TRAINING	<b>None required</b>	COMPETENCIES <b>Leadership, core and organizational competencies</b>
EXPERIENCE	<b>At least three (3) years experience in the treasury or accounting service</b>	
ELIGIBILITY	<b>First grade civil service eligible or its equivalent</b>	

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b>Strategic Objectives and Inherent Core Functions</b>	
45%	Assist the Municipal Treasurer and perform duties to be assigned by the latter; administer oaths concerning notices and notifications to those delinquent in the payment of the real property tax and concerning official matters relating to the accounts of the treasurer or otherwise arising in the office of the treasurer and assessor.	Advanced
5%	Implement and supervise Tax Collection and Enforcement Program, Quarterly Report of Real Property Tax Collection by Classification; and prepare Individual Performance Commitment and Review (IPCR).	Advanced
	<b>Other Core Functions</b>	
20%	Assist in the preparation of Office Development Plans/ Investment Programs and Office Accomplishment/Assessment Reports; provide assistance in the preparation of: (1) responses to LCE's Directives, (2) compliances to directives of National Agencies to the office, and (3) response to Audit Observation Memorandum received by the office.	Advanced
10%	Prepare the Monthly Financial Report, Monthly Report of Real Property Tax Collection by Classification, and Tax Clearance	Advanced
5%	Prepare Office Activity Design, Terminal Report, Tracking Report, Local Budget Accountability Report Form No. 3, Office Monthly Accomplishment Report and other required reports	Advanced
	<b>Support Functions and Other Collateral Duties</b>	
5%	Attend L&D activities as may be instructed.	Basic
4%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies.	Basic
3%	Perform other related tasks as may be assigned by the immediate supervisor.	Basic
<b>100%</b>		

## LIST OF COMPLETE REQUIREMENTS:

**First Level Basic Documentary Requirements  
for Appointment of Local Treasurers and Assistant Local Treasurers**

Document	Remarks
<b>A. Requirements from the Individual Recommendees</b>	
1. Personal Data Sheet (PDS) - CSC Form No. 212, with the following:	3 Originals*
1.1 Service Record	3 Originals
1.2 Work Experience Sheet	3 Originals
1.3 Previous Office Order of Designation as Treasurer/Assistant Treasurer, if any	1 Certified Copy each
1.4 Sworn Certificate of Employment (for private work experience)	1 Photocopy
1.4 Latest Approved Appointment (if applicable)	1 Certified Copy
1.5 Certificate of Residency <sup>1</sup>	1 Original
2. Certificate/s of Eligibility	1 Authenticated Copy for each applicable eligibility
2.1 Civil Service Commission for CSP and/or BCLTE	
2.2 Professional Regulation Commission (PRC)	
2.3 Bar	
3. Relevant Training Certificates <sup>2</sup>	1 Certified Copy each
4. Performance Evaluation for the last two (2) rating periods <sup>3</sup>	1 Certified Copy each
<b>B. LGU Requirements</b>	
1. Recommendation Letter of Local Chief Executive, with the following:	1 Original*
1.1 Sworn Statement of Non-Prohibited Relationship <sup>4</sup>	1 Original*
1.2 Certification of Availability of Funds <sup>5</sup>	1 Original
1.3 Approved Plantilla Schedule for the current year	1 Certified Copy
1.4 Publication of Vacancy (not beyond 3 months old) and Posting, with Qualification Standards <sup>6</sup>	1 Original
1.6 Certificate of SPMS Compliance	1 Certified Copy
1.7 If applicable, provide justification/certification for:	1 Original for each applicable case or include in the recommendation letter
a. Quantum Leap in Salary Grade	
b. Dearth of Applicants/Inclusion of Applicants from Other LGUs	
c. Non-inclusion of Next-in-Rank Employees	
1.8 Government Issued ID with Photo and Signature of LCE	1 Certified Copy

**Additional Requirement for Assistant Local Treasurer**  
Certificate of Compliance with Sec. 325 of Republic Act No. 7160<sup>7</sup>





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### POSITION PROFILE:

POSITION TITLE	<u>Medical Officer III</u>	ITEM NUMBER	<u>185</u>
ASSIGNED OFFICE	<u>Municipal Health Office</u>	SALARY GRADE	<u>21</u>
MONTHLY SALARY	<u>67,005.00</u>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Doctor of Medicine</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 medical, diagnostics, preventive, and treatment services to patients	Advanced
15%	Assess and conduct medical-legal cases/report and post mortem examination as well as review and sign death certificate	Basic
5%	Prepare and submit Office Thematic Plans and Programs, Office Gender and Development (GAD) Plan, as well as documents for compliance to national agencies	Basic
5%	Prepare the Individual Performance Commitment and Review	Basic
	<b><i>Other Core Functions</i></b>	
15%	Prepare activity design and equivalent terminal report	Basic
10%	Prepare and submit Personnel Documents; maintain office equipment under custody; and provide technical assistance to clients	Basic
5%	Prepare official documents such as outgoing communications related to OPD and others	Basic
5%	Prepare Office GAD Accomplishment Report	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, if applicable.	Basic
2%	Perform such other functions not contrary to any existing laws, rules and regulations 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 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

#### Secondary Requirements:

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

POSITION TITLE	<b>Veterinarian III</b>	ITEM NUMBER	<b>226</b>
ASSIGNED OFFICE	<b>Municipal Agriculture Office</b>	SALARY GRADE	<b>19</b>
MONTHLY SALARY	<b>48,486.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Doctor of Veterinary Medicine</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>8 hours of relevant training</b>		
EXPERIENCE	<b>2 years of relevant experience</b>		
ELIGIBILITY	<b>RA 1080</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
10%	Be at the frontline of veterinary-related activities, such as in the outbreak of highly contagious and deadly diseases; be at the frontline of the delivery of basic veterinary services; and take necessary measures to diagnose, eradicate, prevent, or cure all forms of animal diseases.	Intermediate
10%	Monitor livestock in the municipality; prepare Livestock Production Report; submit inventory report of livestock such as swine, poultry and the like; and submit documents required by concerned national agencies	Intermediate
10%	Formulate Livestock Development Plan to increase production, raise the income of clientele in the municipality/barangays covered, and uplift the wellbeing of the community	Intermediate
10%	Assist the Municipal Agriculturist in the implementation of all livestock-related projects and programs and all External Assistance Programs from the national agencies	Intermediate
5%	Regulate and inspect livestock, poultry, milk and dairy products for public consumption; facilitate the issuance of Animal Inspection Certificate	Intermediate
3%	Conduct artificial insemination for livestock, and anti-rabies vaccination for cats and dogs	Intermediate
2%	Formulate measures for consideration of sanggunian, develop livestock plans and strategies upon the approval of the Mayor, and implement the same	Intermediate
	<b><i>Other Core Functions</i></b>	
20%	Provide technical assistance to clients in carrying out measures to ensure the delivery of basic services	Intermediate
8%	Prepare periodic office reports and all other reports/required documents; perform messengerial services to assigned barangays; maintain office properties under custody; and submit required personnel documents	Intermediate
7%	Prepare activity design and equivalent terminal report for livestock-related activities	Intermediate
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Attend L&D activities as may be instructed.	Intermediate
3%	Attend Inter-/Intra-Office Activities in the agency.	Intermediate
2%	Perform tasks related to membership to special bodies (if applicable).	Intermediate
5%	Perform other related tasks as may be assigned by the immediate supervisor.	Intermediate

100%		
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**LIST OF COMPLETE REQUIREMENTS:**

**Primary Requirements:**

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

**Secondary Requirements:**

- 6 Work Experience Sheet
- 7 Relevant Training Sheet
- 8 Awards Received Sheet
- 9 Certificates of Employment for work experiences that are relevant to the desired position;
- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
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### POSITION PROFILE:

POSITION TITLE	<u>Dentist I</u>	ITEM NUMBER	<u>189</u>
ASSIGNED OFFICE	<u>Municipal Health Office</u>	SALARY GRADE	<u>14</u>
MONTHLY SALARY	<u>35,434.00</u>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Doctor of Dental Medicine or Dental Surgery</u>	COMPETENCIES	<u>Core and organizational competencies</u>
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, diagnostic, preventive and treatment services to patients of the Dental Services Unit of the Municipal Health Office	Advanced
25%	Prepare monthly Dental Services report	Basic
	<b><i>Other Core Functions</i></b>	
15%	Prepare activity designs and equivalent terminal reports for dental services-related activities	Basic
10%	Perform other core functions: preparation and submission of personnel documents, maintenance of office equipment under custody, provision of technical assistance to clients	Basic
5%	Prepare official documents such as outgoing communications related to dental services	Basic
5%	Attend and provide emergency response during disasters 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>		

### LIST OF COMPLETE REQUIREMENTS:

#### Primary Requirements:

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

#### Secondary Requirements:

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

- 10 Certificates of Trainings and Seminars attended that are relevant to the desired position;
- 11 Birth Certificate with attached Marriage Certificate (for married female applicants);
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### POSITION PROFILE:

POSITION TITLE	<u>Administrative Officer III (Cashier II)</u>	ITEM NUMBER	<u>143</u>
ASSIGNED OFFICE	<u>Municipal Treasury Office</u>	SALARY GRADE	<u>14</u>
MONTHLY SALARY	<u>31,891.00</u>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Bachelor's degree</u>	COMPETENCIES	<b>Core and organizational competencies</b>
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
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
15%	Receive daily collections from all collecting officers of the LGU and Deposit daily collection of the Municipality to Authorized Government Depository Banks (AGDBs) and Update Cash Books and prepare daily cash position report	Advanced
10%	Act as custodian of Accountable Forms	Advanced
10%	Assist in the preparation of Daily/Monthly financial reports, Office Annual and Monthly Accomplishment Reports, and all other Financial Reports; and prepare responses in compliance with directives from the LCE and from other national agencies, if any	Advanced
5%	Assist in preparation of Semestral Inventory of Receipts/Cash ticket Issued	Advanced
5%	Assist in preparation of Cashier Treasurer Report of Collection and Deposit (CTRCD)	Advanced
5%	Prepare the Individual Performance Commitment and Review (IPCR)	Advanced
	<b><i>Other Core Functions</i></b>	
10%	Assist in the preparation of financial reports; Activity Design, Terminal Report and all other reports	Advanced
10%	Perform administrative services, such as: preparation of outgoing communications, maintenance of office properties under custody, and responding to feedbacks and complaints	Intermediate
10%	Prepare and submit required personnel documents	Intermediate
5%	Provide secretariat services to special bodies and technical assistance to clients, when required	Intermediate
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Attend L&D activities as may be instructed.	Basic
4%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies, if applicable.	Basic
3%	Perform such other functions not contrary to any existing laws, rules and regulations 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 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

**Secondary Requirements:**

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

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# HUMAN RESOURCE MANAGEMENT OFFICE



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Email: hrmo@pinamalayan.gov.ph ~ Telephone: (043) 738-9454

## JOB VACANCY

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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Officer I (Records Officer I)</b>	ITEM NUMBER	<b>160</b>
ASSIGNED OFFICE	<b>Municipal Assessor's Office</b>	SALARY GRADE	<b>10</b>
MONTHLY SALARY	<b>21,943.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Bachelor's degree</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None Required</b>		
EXPERIENCE	<b>None Required</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%	Provide administrative support to the Head-of-Office in the planning, formulating and implementing a records and archives management for the efficient creation, utilization, maintenance, retention, storage, preservation and disposal of public and administrative records. Control, maintain, and monitor records including approved tax declarations with the corresponding cancellations, appraisal and assessment records, updated maps and tax map control roll; maintain iTAX System; and prepare certifications according to assessment records.	Advanced
15%	Prepare and submit all reports including agency-wide reportorial requirements, real property assessments and statistical reports in coordination with other offices within the agency, Provincial Assessor's Office and Department of Finance - Bureau of Local Government Finance.	Advanced
8%	Participate on mandated activities for the General Revision of Assessment including the preparation and submission of proposed Schedule of Market Value.	Advanced
5%	Comply and respond to relevant audit observations, and prepare and submit agency-mandated forms, including but not limited to LBE Form 5A.	Advanced
2%	Prepare and maintain the Individual Performance Commitment and Review.	Advanced
	<b><i>Other Core Functions</i></b>	
15%	Participate in all agency-wide regular/annual preparation of plans and budget; monitor office achievements on annual PPAs; and interpret office accomplishments for future planning. Prepare office development plans, office investment plans and programs including support documents to suffice the planning requirements.	Advanced

10%	Ensure submission of agency-mandated accomplishment reports and all pertinent documents covered by full disclosure policy. Prepare and submit assessment reports and all other agency-mandated reports as needed. Ensure compliance and response to data and information gathering, evaluation and monitoring tools/systems/forms, and take immediate response to any feedback and complaints.	Advanced
10%	Perform other administrative services including the preparation of relevant outgoing communications, provision of secretariat services as needed, submission of required personnel documents, and custodianship of assigned ICT and office equipment.	Advanced
	<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, if applicable.	Intermediate
2%	Perform such other functions not contrary to any existing laws, rules and regulations 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 2017);
- 3 Highest Scholastic Record;
- 4 Certificate of Eligibility (if required by the position);
- 5 Performance rating or Certificate of Rating in the last rating period (for government employees);

***Secondary Requirements:***

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

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### POSITION PROFILE:

POSITION TITLE	<u>Administrative Officer I (Records Officer I)</u>	ITEM NUMBER	<u>125</u>
ASSIGNED OFFICE	<u>Municipal Accounting Office</u>	SALARY GRADE	<u>10</u>
MONTHLY SALARY	<u>21,943.00</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>	
30%	Provide administrative support in the planning, formulating and implementing a records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation, conservation of vital records for the accounting office	Advanced
5%	Prepare, maintain, and update Employee's Ledger	Intermediate
10%	Provide assistance in the review and processing of vouchers/payrolls and prepare Certifications for Net Take Home Pay, and HDMF and Philhealth Premiums as well as Monthly Remittance Lists for Philhealth, HDMF, and LandBank	Intermediate
5%	Prepare the Individual Performance Commitment and Review (IPCR)	Intermediate
	<b><i>Other Core Functions</i></b>	
30%	Prepare office plans and various office reports such as Office Annual Gender and Development (GAD Plan), Office GAD Accomplishment Report, Monthly Learning and Development Monitoring Report, Annual Inventory of Supplies and Other Supplies and Materials, Terminal Reports, Report on Client Satisfaction Measurement, Activity Designs, and all other reports and documents as may be assigned	Intermediate
3%	Prepare, submit, and maintain all files pertaining to personnel documents	Advanced
1%	Provide technical assistance to clients, and render Secretariat Services to assigned committees	Intermediate
1%	Maintain office properties under custody	Advanced
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Attend L&D activities as may be instructed.	Intermediate
5%	Attend Inter-/Intra-Office Activities in the agency.	Intermediate
3%	Perform tasks related to membership to special bodies, if applicable.	Intermediate
2%	Perform other related tasks as may be assigned by the immediate supervisor	Intermediate
<b>100%</b>		

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

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### POSITION PROFILE:

POSITION TITLE	<u>Administrative Assistant I (Computer Operator I)</u>	ITEM NUMBER	<u>127</u>
ASSIGNED OFFICE	<u>Municipal Accounting Office</u>	SALARY GRADE	<u>7</u>
MONTHLY SALARY	<u>17,429.00</u>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<u>Completion of two years studies in college or High School Graduate with relevant vocational/ trade course</u>		
TRAINING	<u>None Required</u>	COMPETENCIES	<u>Core and organizational competencies</u>
EXPERIENCE	<u>None Required</u>		
ELIGIBILITY	<u>Career Service (Subprofessional), Data Encoder, First 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>	
30%	Prepare the Municipal Accountant's Advices for Check Disbursements and assist in the preparation of Annual Financial Reports for the Municipality	Intermediate
15%	Prepare procurement documents, and provision of assistance in the preparation of Office Learning and Development Plan and Office Annual Accomplishment Report	Intermediate
5%	Prepare the Individual Performance Commitment and Review (IPCR)	Intermediate
	<b><i>Other Core Functions</i></b>	
20%	Maintain office properties under custody and perform preventive maintenance on hardware, troubleshoot malfunctions and calls for repair if necessary and sets control on computers and other devices	Intermediate
5%	Prepare Suppliers Index Card	Intermediate
3%	Maintain electronic files of all financial reports, and monitor and assist in the proper filing of all incoming communications	Intermediate
5%	Prepare reports such as Report on Client Satisfaction Measurement and other reports as may be assigned by the supervisor	Intermediate
1%	Provide technical assistance to clients, and render Secretariat Services to assigned committees	Intermediate
1%	Prepare and submit Personnel Documents	Intermediate
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Attend L&D activities as may be instructed.	Intermediate
5%	Attend Inter-/Intra-Office Activities in the agency.	Intermediate
3%	Perform tasks related to membership to special bodies, if applicable.	Intermediate
2%	Perform other related tasks as may be assigned by the immediate supervisor	Intermediate
<b>100%</b>		

### LIST OF COMPLETE REQUIREMENTS:

#### Primary Requirements:

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### POSITION PROFILE:

POSITION TITLE	<b>Revenue Collection Clerk I</b>	ITEM NUMBER	<b>147</b>
ASSIGNED OFFICE	<b>Municipal Treasury Office</b>	SALARY GRADE	<b>5</b>
MONTHLY SALARY	<b>15,485.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Completion of two years studies in college</b>	COMPETENCIES	<b>Core and organizational competencies</b>
TRAINING	<b>None Required</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><i>Strategic Objectives and Inherent Core Functions</i></b>	
35%	Collect, remit and deposit Real Property Tax, Business Tax, Community Tax Certificate (CTC), Regulatory Fees, Service/User Charges (Service Income), and Other Receipts.	Intermediate
10%	Assist in the preparation of Monthly List of Business Closure, Business Clearance, Account Tax Register (Business Tax) and all other required reports	Intermediate
5%	Assist in the preparation of Individual Performance Commitment and Review (IPCR)	Intermediate
	<b><i>Other Core Functions</i></b>	
10%	Assist in the preparation of the Office Annual Gender and Development (GAD) Plan	Intermediate
10%	Assist in the preparation of all other reports required from the office	Intermediate
5%	Perform administrative services, such as: maintenance of office properties under custody, and responding to feedbacks and complaints	Intermediate
5%	Prepare and submit required personnel documents	Intermediate
5%	Provide secretariat services to special bodies and technical assistance to clients, when required	Intermediate
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Attend L&D activities as may be instructed.	Basic
4%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies, if applicable.	Basic
3%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the immediate supervisor	Basic
<b>100%</b>		

### LIST OF COMPLETE REQUIREMENTS:

#### Primary Requirements:

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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Aide IV (Human Resource Management Aide)</b>		
ASSIGNED OFFICE	<b>Human Resource Management Office</b>	ITEM NUMBER	<b>88</b>
MONTHLY SALARY	<b>14,588.00</b>	SALARY GRADE	<b>4</b>

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Completion of two years studies in college</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><i>Strategic Objectives and Inherent Core Functions</i></b>	
30%	Assist the HRMO in leave administration by updating the leave credits of employees, and by recording and forwarding all applications for leave for final action by the HRMO	Intermediate
5%	Review and forward to the HRMO all approved Applications for Leave of MGOP Employees for monthly submission to the Municipal Accounting Office	Intermediate
5%	Prepare the Computation and Certificate of Overtime Credits of MGOP employees who have rendered overtime services that are entitled for nonmonetary payment; and review documents that are necessary for MGOP employees to secure from HRMO the Clearance to Work-Related Accountability	Intermediate
5%	Assist the HRMO in monitoring the implementation of the Enhanced Pinamalayan Scholarship Program (EPSP) by ensuring that all grantees are updated in the database and that all EPSP activities are facilitated as scheduled	Intermediate
5%	Prepare the Individual Performance Commitment and Review	Basic
	<b><i>Other Core Functions</i></b>	
12%	Take charge of administrative concerns of the office such as, but not limited to: preparation of Outgoing Communications; preparation of Activity Design and equivalent Terminal Report for activities that are related to focal assignment; monitoring of Housekeeping/Janitorial Services and Messengerial Services/ Conveyance of Notices of Meetings; and Processing of Office Procurement Documents	Intermediate
8%	Assist the HRMO in the preparation of Office Plans, Budgets, Accomplishment/Appraisal Reports, and such other related documents	Intermediate
8%	Prepare periodic office reports such as, but not limited to: Local Budget Accountability Report, Annual Inventory of Supplies and Other Supplies and Materials, Office Monthly Accomplishment Report, Document Submission Tracking Reports and all other reports as may be required	Intermediate
5%	Render Secretariat Service to assigned committee, if any, and provide technical assistance to clients, if requested.	Intermediate

2%	Prepare and submit required personnel documents; ensure that Office Properties under custody are well-maintained; that Feedbacks/Complaints are appropriately addressed, if any; that any assigned office vehicles are properly maintained with appropriate reporting, if applicable.	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
2%	Perform tasks related to membership to special bodies, if applicable.	Basic
3%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the immediate supervisor	Basic
100%		

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***Secondary Requirements:***

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### POSITION PROFILE:

POSITION TITLE	<b>Administrative Aide III (Driver I)</b>	ITEM NUMBER	<b>201</b>
ASSIGNED OFFICE	<b>Municipal Health Office</b>	SALARY GRADE	<b>3</b>
MONTHLY SALARY	<b>15,265.00</b>		

### QUALIFICATION STANDARDS OF THE POSITION:

EDUCATION	<b>Elementary/ Secondary School Graduate</b>	COMPETENCIES	<b>Core competencies</b>
TRAINING	<b>None required</b>		
EXPERIENCE	<b>None required</b>		
ELIGIBILITY	<b>Professional Driver's License (MC No. 10 s. 2013-Cat IV)</b>		

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
20%	Provide emergency response by driving the official emergency vehicle/ambulance of the office/agency during medical emergencies, disasters and other similar circumstances	Advanced
15%	Prepare and submit monthly driver's report	Advanced
15%	Responsible for the maintenance of service vehicle	Advanced
10%	Prepare the individual Performance Commitment and Review (IPCR)	Basic
	<b><i>Other Core Functions</i></b>	
10%	Assist in the preparation/release of outgoing communications of the office	Basic
10%	Maintain office properties under custody; prepare and submit required personnel documents, etc.	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
5%	Perform tasks related to membership to special bodies, if applicable.	Basic
5%	Perform such other functions not contrary to any existing laws, rules and regulations 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.



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: October 29 to November 13, 2024

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

[https://bit.ly/MGOP\\_OctoberNovember2024](https://bit.ly/MGOP_OctoberNovember2024)

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>Administrative Aide I (Utility Worker I)</u>	ITEM NUMBER	<u>142</u>
ASSIGNED OFFICE	<u>Municipal Treasury Office</u>	SALARY GRADE	<u>1</u>
MONTHLY SALARY	<u>12,177.00</u>		

### QUALIFICATION STANDARDS OF THE POSITION:

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

PERCENTAGE OF WORKING TIME	STATEMENT OF DUTIES AND RESPONSIBILITIES	REQUIRED COMPETENCY LEVEL
	<b><i>Strategic Objectives and Inherent Core Functions</i></b>	
40%	Provide housekeeping and janitorial services	Basic
10%	Assist in the preparation of Individual Performance Commitment and Review (IPCR)	Basic
	<b><i>Other Core Functions</i></b>	
20%	Perform administrative services, such as: messengerial services, delivery of notices of meetings, maintenance of office properties under custody, and responding to feedbacks and complaints	Basic
5%	Assist in the preparation of all other reports required from the office	Basic
5%	Prepare and submit required personnel documents	Basic
5%	Provide secretariat services to special bodies and technical assistance to clients, when required	Basic
	<b><i>Support Functions and Other Collateral Duties</i></b>	
5%	Attend L&D activities as may be instructed.	Basic
4%	Attend Inter-/Intra-Office Activities in the agency.	Basic
3%	Perform tasks related to membership to special bodies, if applicable.	Basic
3%	Perform such other functions not contrary to any existing laws, rules and regulations assigned by the immediate supervisor	Basic
100%		

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