

Republic of the Philippines
PGO OCCIDENTAL MINDORO
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PGO OCCIDENTAL MINDORO in the CSC website:

MARIFE T. TAÑALA

Acting PGDH-HRMO

Date: January 3, 2023

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	Provincial Government Department Head (Provincial Human Resource Management Officer)	45(1)01	26	110,238.00	Bachelor's degree	32 hours of training on management/ supervision	5 years in position involving management/ supervision	Career Service Professional/ 2nd Level Eligibility	Organizational Development Skills; Human Resource Management and Development skills; Performance Management Skills	Human Resource Management Office Mamburao, Occidental Mindoro

The Provincial Government of Occidental Mindoro highly encourages all interested and QUALIFIED applicants including Persons with Disability (PWD), members of indigenous communities and those with diverse Sexual Orientation and Gender Identities and Expression (SOGIE) to apply for vacant position/s listed above.

Interested and qualified applicants should signify their interest in writing and should attach the documents listed below. Documents should be in **five (5) copies** to be sent to the address below **NOT LATER THAN JANUARY 18, 2023**.

Applicants who will send documents through email are also expected to send hard copies in five (5) sets through any courier services within the publication period.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with attached Work Experience Sheet (WES) and 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. Original and Photocopy of Certificate of Eligibility/Rating/License;
4. Original and Photocopy of Transcript of Records/Diploma;
5. Service Record/Certificate of Employment indicating experience on Human Resource Management from previous/current employer as indicated in the PDS;
6. Clearance from previous employer (if applicable);
7. Certificate of relevant trainings (Human Resource Management and Supervision Trainings) attended as indicated in the PDS;
8. Certificate of Recognition and other relevant documents for Outstanding Accomplishments; and
9. Proof of Residency in Occidental Mindoro.

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

HON. EDUARDO B. GADIANO
GOVERNOR
Province of Occidental Mindoro
Mamburao, Occidental Mindoro
primehrm.occmndo@gmail.com

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1	Prison Guard II	3(3)16	7	17,689.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/1st Level Eligibility		Office of the Provincial Governor-Provincial Jail Division Mamburao, Occidental Mindoro
2	Administrative Officer II (Fiscal Examiner I)	25(1)01	11	25,560.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/2nd Level Eligibility		Office of the Provincial Administrator Mamburao, Occidental Mindoro
3	Administrative Aide III (Driver I)	17(3)01	3	13,944.00	Elementary school graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Office of the Provincial Administrator Mamburao, Occidental Mindoro
4	Administrative Assistant II	11(2)01	8	18,757.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st Level Eligibility		Office of the Provincial Administrator Mamburao, Occidental Mindoro
5	Forest Ranger	10(1)03	4	14,807.00	High School Graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)		Environment and Natural Resources Office Mamburao, Occidental Mindoro
6	Administrative Assistant II (Administrative Assistant)	11(1)01	8	18,757.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st Level Eligibility		Human Resource Management Office Mamburao, Occidental Mindoro
7	Engineer IV	17(1)11	22	67,935.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		Office of the Provincial Engineer Mamburao, Occidental Mindoro
8	Engineer IV	28(1)11	22	67,935.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		Office of the Provincial Engineer Mamburao, Occidental Mindoro
9	Engineer I	29(4)11	12	27,707.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		Office of the Provincial Engineer Mamburao, Occidental Mindoro
10	Engineer I	29(5)11	12	27,707.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		Office of the Provincial Engineer Mamburao, Occidental Mindoro

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11	Engineer I	29(6)11	12	27,707.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		Office of the Provincial Engineer Mamburao, Occidental Mindoro
12	Construction and Maintenance Foreman	31(1)11	8	18,757.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013-Cat. III)		Office of the Provincial Engineer Mamburao, Occidental Mindoro
13	Architect II	19(2)11	16	37,688.00	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Provincial Engineer Mamburao, Occidental Mindoro
14	Administrative Officer V	17(1)13-2	18	44,389.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2nd Level Eligibility		Paluan Community Hospital Paluan, Occidental Mindoro
15	Administrative Officer II (Administrative Officer I)	3(1)13-6	11	25,560.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/2nd Level Eligibility		San Jose District Hospital San Jose, Occidental Mindoro
16	Supervising Administrative Officer (Human Resource Management Officer IV)	46(1)01	22	67,935.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/2nd Level Eligibility		Human Resource Management Office Mamburao, Occidental Mindoro

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This is to request the publication of the following vacant positions of PGO OCCIDENTAL MINDORO in the CSC website:

MARIFE T. TAÑALA
Acting PGDH-HRMO
Date: January 4, 2023

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 IV (Clerk II)	26(1)01	4	14,807.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ 1st Level Eligibility		Office of the Provincial Administrator Mamburao, Occidental Mindoro
2	Administrative Officer IV (Human Resource Management Officer II)	29(2)01	15	34,788.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd Level Eligibility		Human Resource Management Office Mamburao, Occidental Mindoro
3	Administrative Aide IV (Bookbinder II)	24(4)13-8	4	14,807.00	Elementary school graduate	None required	None required	None required (MC 10, s. 2013-Cat. III)		Provincial Health Office Mamburao, Occidental Mindoro
4	Administrative Officer III	48(1)13	14	32,156.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd Level Eligibility		Occidental Mindoro Provincial Hospital Mamburao, Occidental Mindoro
5	Nurse II	41(9)13	16	37,688.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Occidental Mindoro Provincial Hospital Mamburao, Occidental Mindoro
6	Local DRRM Assistant	3(2)17	8	18,757.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ 1st Level Eligibility		Local Disaster Risk Reduction and Management Office Mamburao, Occidental Mindoro
7	Local DRRM Assistant	3(3)17	8	18,757.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ 1st Level Eligibility		Local Disaster Risk Reduction and Management Office Mamburao, Occidental Mindoro
8	Engineer IV	24(1)06	22	67,935.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		General Services Office Mamburao, Occidental Mindoro
9	Administrative Assistant IV	18(1)07	10	22,017.00	Completion of two years studies in college or High school graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/ 1st Level Eligibility		Office of the Provincial Accountant Mamburao, Occidental Mindoro
10	Accountant III	17(1)07	19	48,789.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		Office of the Provincial Accountant Mamburao, Occidental Mindoro

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MARIFE T. TAÑALA

Acting PGDH-HRMO

Date: January 5, 2023

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 IV (Clerk II)	14(2)07	4	14,807.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ 1st Level Eligibility		Office of the Provincial Accountant Mamburao, Occidental Mindoro

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Publication of Vacant Positions

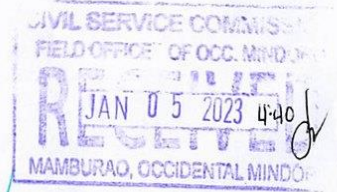
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1	Engineer IV	2(1)11-2	22	67,935.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		Provincial Equipment Pool Office Mamburao, Occidental Mindoro
2	Heavy Equipment Operator I	25(10)11-2	4	14,807.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 10, s. 2013-Cat. II)		Provincial Equipment Pool Office Mamburao, Occidental Mindoro
3	Mechanic I	16(7)11-2	4	14,807.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (Automotive Servicing) MC 10, s. 2013-Cat. II		Provincial Equipment Pool Office Mamburao, Occidental Mindoro
4	Mechanic I	16(8)11-2	4	14,807.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (Automotive Servicing) MC 10, s. 2013-Cat. II		Provincial Equipment Pool Office Mamburao, Occidental Mindoro
5	Mechanic I	16(9)11-2	4	14,807.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (Automotive Servicing) MC 10, s. 2013-Cat. II		Provincial Equipment Pool Office Mamburao, Occidental Mindoro
6	Painter Foreman	33(1)11-2	8	18,757.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Painter (MC 10, s. 2013-Cat. II)		Provincial Equipment Pool Office Mamburao, Occidental Mindoro

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