

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 12, 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	Population Program Officer II	6(1)10	15	34,788.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		Provincial Social Welfare and Development Office Mamburao, Occidental Mindoro
2	Statistician Aide	4(1)10	4	14,807.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility		Provincial Social Welfare and Development Office Mamburao, Occidental Mindoro
3	Population Program Worker II	7(14)10	7	17,689.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility		Provincial Social Welfare and Development Office Mamburao, Occidental Mindoro
4	Planning Officer IV	10(1)10	22	67,935.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility		Provincial Social Welfare and Development Office Mamburao, Occidental Mindoro
5	Social Welfare Officer III	11(1)10	18	44,389.00	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)		Provincial Social Welfare and Development Office Mamburao, Occidental Mindoro
6	Disability Affairs Officer III	12(1)10	18	44,389.00	Bachelor's degree	8 hours of relevant training on disability affairs	2 years of relevant experience on disability affairs	Career Service Professional/Second Level Eligibility		Provincial Social Welfare and Development 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 28, 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](http://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 from previous employer as indicated in the PDS;
6. Clearance from previous employer (if applicable);
7. Certificate of relevant trainings attended as indicated in the PDS; and
8. Certificate of Recognition and other relevant documents for Outstanding Accomplishments;

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.occmdo@gmail.com](mailto:primehrm.occmdo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.