

Republic of the Philippines
PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Provincial Government of Oriental Mindoro in the CSC website:

ALFONSO V. UMALI, JR.
Provincial Governor

Date: **July 5, 2018**

No.	Position Title	Job Description	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
						Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Officer II (Community Affairs Officer I)	Administration and management of general support services; and participation in the formulation of office policies	11	11	20,179.00	Bachelor's Degree	None Required	None Required	CS Professional	Technical Skills, Administrative, and Clerical Functions	Provincial Governor's Office (Management Support Staff Division)
2	Administrative Aide IV (Clerk II)	In-charge of Records, Supply and Procurement management	16	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Clerical and Administrative	Provincial Governor's Office (Internal Audit Services Division)
3	Administrative Assistant II (Assistant Information Officer)	Provision of general administrative and support services	23	8	16,282.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional	Technical Skills, Administrative, and Clerical Functions	Provincial Governor's Office (Communication and Public Relations Services Division)
4	Audio-Visual Equipment Operator II	Provides video documentation/coverage on the various programs, projects, activities and accomplishments of the PGOOrM	33,34	5	13,481.00	High School Graduate/Completion of Relevant Vocational Course	None Required	None Required	None Required (MC 11, s. 96 - Cat III)	Audio-Visual Equipment Operations, Photography	Provincial Governor's Office (Communication and Public Relations Services Division)
5	Local Risk Reduction and Management Officer III	Identification of training and development needs of the division and of target communities and administration and management of general and support services	36	18	38,085.00	Bachelor's Degree	2 years of relevant experience on DRRM	8 hours of relevant training on DRRM	CS Professional	Facilitation of the capacity development, administration of gen. and Support services.	Provincial Governor's Office (Disaster Risk Reduction Management Services Division)

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6	Local Risk Reduction and Management Officer I	Identification of training and development needs of the division and of target communities and administration and management of general and support services	38	11	20,179.00	Bachelor's Degree	None Required	None Required	CS Professional	Technical Skills, Project Management	Provincial Governor's Office (Disaster Risk Reduction Management Services Division)
7	Administrative Aide VI (Electrical and Communication Eqpt Tech. I)	Preparation of technical documents and assistance during the conduct of trainings and IEC activities	40	6	14,340.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None required (MC 11, S.96-Cat.III)	Clerical and Administrative	Provincial Governor's Office (Disaster Risk Reduction Management Services Division)
8	Provincial Warden	Supervision and monitoring of the operations of the Provincial Jail Centers to ensure that its policies and standard operating procedures are observed and implemented, including the rehabilitation programs for inmates.	42	22	58,717.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS Professional	General Administration and Supervision	Provincial Governor's Office (Oriental Mindoro Provincial Jail)
9	Prison Guard II	Provision of assistance in the management of the safety and security of all detainees.	48	7	15,254.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Provincial Governor's Office (Oriental Mindoro Provincial Jail)
10	Prison Guard I	Responsible for the safety and security of all detainees. In-charge in the security of detainees in transit to and from trial courts, medical check-up/treatment and other places where inmates are legally directed to appear, including transfer to other detention facilities. Conduct of recovery operations in instances of escape of detainee/s.	53	5	13,481.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Provincial Governor's Office (Oriental Mindoro Provincial Jail)
11	Administrative Aide IV (Clerk II)	Preparation of office documents, receipt and sorting of mails for inmates and attends to the required administrative matters of the Provincial Jail.	56	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Clerical and Administrative	Provincial Governor's Office (Oriental Mindoro Provincial Jail)

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12	Youth Development Officer I	Perform supportive functions in the planning & implementation of approved plans for the youth & youth sectors	61	10	18,718.00	Bachelor's degree	None Required	None Required	CS Professional		Provincial Governor's Office (Special Concerns Division)
13	Administrative Aide IV	Provision of assistance in fiscal management support activities, clerical services and other general administrative support services.	77	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Clerical and Administrative	Vice Governor and Sangguniang Panlalawigan
14	Administrative Aide I	Provision of housekeeping services and other general administrative support services.	81	1	10,510.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat III)		Vice Governor and Sangguniang Panlalawigan
15	Local Legislative Staff Assistant I	Provision of technical and administrative support services to respective SP Member	104	6	14,340.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Technical Skills, Clerical and Administrative	Vice Governor and Sangguniang Panlalawigan
16	Local Legislative Staff Officer III	Provision of secretariat and other legislative support services	121	16	31,765.00	Bachelor's Degree Relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	Technical Skills, Clerical and Administrative	Vice Governor and Sangguniang Panlalawigan
17	Administrative Aide IV (Clerk II)	Provision of assistance in fiscal management support activities, clerical services and other general administrative support services.	136,144	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Technical Skills, Clerical and Administrative	Provincial Administrator's Office
18	Supervising Administrative Officer	Supervision of the operations of the Organizational Performance Management Division (OPMD).	138	22	58,717.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	General Administration and Supervision	Provincial Administrator's Office

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19	Administrative Officer IV	Management and provision of administrative and support services.	150	15	29,010.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	Technical Skills, Administrative Support	Provincial Human Resource Management Office
20	Administrative Officer IV (HRMO II)	Assistance in the recruitment, selection and placement processes and performance management of career employees.	157,162	15	29,010.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	Technical Skills and Human Resource Placement and Performance Management	Provincial Human Resource Management Office
21	Administrative Officer II (HRMO I)	Facilitation of recruitment, selection, placement, and other personnel actions of non-career employees; and assistance in performance management	164	11	20,179.00	Bachelor's degree	None Required	None Required	CS Professional	Technical Skills and Human Resource Placement and Performance Management	Provincial Human Resource Management Office
22	Administrative Assistant II (Clerk IV)	Provision of assistance in records management support services, secretariat services and other general administrative support services.	172	8	16,282.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional	Clerical and Administrative	Provincial Planning and Development Office
23	Administrative Aide IV (Clerk II)	Provision of assistance on records, supply and procurement management.	175	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Clerical and Administrative	Provincial Planning and Development Office
24	Planning Officer I	Assist in the conduct of planning and programming processes and secretariat services to the Local Development Council, Other Local Special Bodies and Committees.	181,183	11	20,179.00	Bachelor's Degree Relevant to the job	None Required	None Required	CS Professional	Analytical Skills, Planning Skills, Technical Skills	Provincial Planning and Development Office

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25	Project Development Officer III	Conduct of research, project development, statistical analysis, database management and provision of technical assistance to interested parties	186	18	38,085.00	Bachelor's Degree Relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional	Project Management, General Administration and Supervision	Provincial Planning and Development Office
26	Project Evaluation Officer II	Conduct of monitoring, evaluation and validation of development PPAs; Assistance in facilitating the conduct of assessment activities; and Provision of technical assistance to interested parties	196, 197	15	29,010.00	Bachelor's Degree Relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	Planning Skills, Project Management and Technical Skills	Provincial Planning and Development Office
27	Administrative Aide VI	Assistance in the conduct of monitoring, evaluation, validation of development PPAs and in facilitating the conduct of assessment activities.	200	6	14,340.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Provincial Planning and Development Office
28	Provincial Government Department Head (Provincial General Services Officer)	Planning, directing and coordinating the operations and activities of the Provincial General Services Office	201	26	92,108.00	Bachelor's degree in Public Administration, Business Administration and Management	5 years experience in general services, including management of supply, property, solid waste disposal and general sanitation.	None	First grade or its equivalent	Planning Skills, Project Management, General Administration and Supervision	Provincial General Services Office
29	Administrative Officer V (Supply Officer III)	Administration and management of general support services; and participation in the formulation of office policies, plans and programs for development purposes.	202	18	38,085.00	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	CS Professional	Analytical Skills, Planning Skills, Technical Skills	Provincial General Services Office

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30	Administrative Aide VI (Storekeeper II)	Assists in the proper custody and safekeeping/filing of official records and documents of the PGO or M departments	222	6	14,340.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Organizational Skills, Technical Skills	Provincial General Services Office
31	Budget Officer IV	Management of the division and performance of activities involving budget preparation and defense, budget review and other functions required of the position	247, 252	22	58,717.00	Bachelor's Degree Relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional	Big Data Analysis, Technical Skills, Analytical Skills, General Administration and Supervision	Provincial Budget Office
32	Budgeting Assistant	Performance of activities involving the clerical/administrative and related services of the division	251	8	16,282.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional	Big Data Analysis, Analytical Skills	Provincial Budget Office
33	Provincial Government Department Head (Provincial Accountant)	Administration and Management in the operations of the department	259	26	92,108.00	Bachelor's degree in Commerce/Business Administration major in Accounting	5 years experience in the treasury or accounting service	None	RA 1080	Big Data Analysis, Technical Skills, Analytical Skills, General Administration and Supervision	Office of the Provincial Accountant
34	Accountant II	Provision of review and examination services relative to the processing and monitoring of the transactions of the provincial government	280	15	29,010.00	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080	Data Analysis, Technical Skills, and Analytical Skills	Office of the Provincial Accountant
35	Provincial Government Department Head (Provincial Treasurer)	Administration and Management in the operations of the department	286	26	92,108.00	Bachelor's degree preferably in Commerce, Public Administration or Law	5 years experience in treasury or accounting service	None	First Grade or its equivalent	Big Data Analysis, Technical Skills, Analytical Skills, General Administration and Supervision	Provincial Treasurer's Office

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36	Administrative Officer I	Provision of assistance in the management of records, supplies, and equipment and requisitioned accountable forms, preparation and submission of periodic reports.	289	10	18,718.00	Bachelor's degree	None Required	None Required	CS Professional	Technical Skills, Administrative, and Clerical Functions	Provincial Treasurer's Office
37	Local Revenue Collection Officer II	Reconciliation of accounts; preparation of reports and maintenance of records	297, 298	15	29,010.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	Big Data Analysis, Analytical Skills	Provincial Treasurer's Office
38	Cashier IV	Supervision and management of the PGOOrM disbursements and withholding tax services; and implementation strict adherence to policies, procedures and systems involving cashiering operations	305	22	58,717.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	CS Professional	General Administration and Supervision	Provincial Treasurer's Office
39	Disbursing Officer I	Provision of withholding tax services on creditable tax, payment of MOOE claims due to PGOOrM employees and financial assistance to PSWD identified beneficiaries and preparation of reports	309	6	14,340.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Provincial Treasurer's Office
40	Cash Clerk I	Maintenance of records and other documents pertinent to the division's operations; performance advanced clerical and general office work	312	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Clerical	Provincial Treasurer's Office

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41	Administrative Officer V	Administration and management of general and support services and participation in the formulation of office policies, plans, and programs.	324	18	38,085.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS Professional	Technical Skills, General Administration and Supervision	Provincial Assessor's Office
42	Local Assessment Operations Officer IV	Supervision of the implementation of real property appraisal and assessment.	337	22	58,717.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	CS Professional	Big Data Analysis, Technical Skills, Analytical Skills, General Administration and Supervision	Provincial Assessor's Office
43	Tax Mapper I	Maintenance of information in written forms of all tax mapping forms and records.	339	11	20,179.00	Bachelor's Degree Relevant to the job	None Required	None Required	CS Professional	Data Analysis, Technical Skills	Provincial Assessor's Office
44	Local Assessment Operations Officer II	Preparation/review of required documents for the transfer of ownership of real properties.	348	15	29,010.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	Data Analysis, Technical Skills	Provincial Assessor's Office
45	Legal Aide	Provision of clerical and administrative support functions to the Legal Division	365	5	13,481.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Provincial Legal Office
46	Legal Assistant I	Drafting and/or legal review of simple legal documents, forms and instruments and assistance in the conduct of investigation	364	10	18,718.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	CS Professional		Provincial Legal Office

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47	Administrative Assistant II (Admin.Assistant I)	Administrative assistance in personnel management and other clerical duties	369	8	16,282.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional		Provincial Health Office
48	Administrative Aide IV (Clerk II)	Provision of administrative support and assistance.	371	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Clerical and Administrative	Provincial Health Office
49	Construction and Maintenance Foreman	Maintenance and repair of electrical, plumbing, ventilation and other building systems	375	8	16,282.00	High School Graduate	1 year of relevant experience	4 hours of relevant training	None Required (MC 11, s. 96 - Cat III)	Construction and Maintenance	Provincial Health Office
50	Nurse IV	Supervision in the implementation of public health services and programs for disease control and prevention by local health service providers	390	18	38,085.00	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080	Patient Care	Provincial Health Office
51	Midwife II	Promotion of safety standards of midwifery practices public health services and programs.	400	8	16,282.00	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Provincial Health Office

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52	Cash Clerk I	Management of financial activities of the hospital relative to cash receipts, deposits and remittances and maintenance of financial records and other pertinent documents	404	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Bulalacao Community Hospital
53	Medical Officer III	Provision of support in the administration of the highest standards of care for all patients and coordination with multidisciplinary teams to ensure provision of quality healthcare	411	18	38,085.00	Doctor of Medicine	None Required	None Required	RA 1080		Bulalacao Community Hospital
54	Cook I	Preparation and cooking of foods for in-patients.	422	3	11,914.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s.96-Cat.III)	Cooking	Bulalacao Community Hospital
55	Administrative Assistant II	Management and supervision of general administrative and support services	424	8	16,282.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant trianing	CS Subprofessional	Clerical and Administrative	Naujan Community Hospital
56	Medical Officer IV	Provision of support in the administration of quality standards of care for all patients and coordination with multidisciplinary teams to ensure provision of quality healthcare.	431	20	47,037.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080		Naujan Community Hospital

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57	Nursing Attendant I	Provision of assistance on simple nursing procedures	439	4	12,674.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat III)	Patient Care	Naujan Community Hospital
58	Administrative Aide III	Provision of assistance in management of organized and sufficient medical records system	451, 454	3	11,914.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Oriental Mindoro Central District Hospital
59	Medical Specialist I (OB-Gyne)	Provision of additional assistance in fields of obstetrics and gynecology	464	21	52,554.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Central District Hospital
60	Medical Specialist I (Anaesthesiology)	Provision of additional assistance in fields of anesthesia	465	21	52,554.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Central District Hospital
61	Medical Specialist I (Pedia)	Provision of additional assistance in fields of pediatrics.	467	21	52,554.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Central District Hospital
62	Medical Specialist I (IM)	Provision of additional assistance in fields of internal medicine	468	21	52,554.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Central District Hospital
63	Medical Officer III	Provision of support in the administration of the quality standards of care for all patients and coordination with multidisciplinary teams to ensure provision of quality healthcare.	471	18	38,085.00	Doctor of Medicine	None Required	None Required	RA 1080	Patient Care	Oriental Mindoro Central District Hospital
64	Nursing Attendant I	Provision of assistance to the nurse in the performance of quality nursing care.	487	4	12,674.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat III)	Patient Support	Oriental Mindoro Central District Hospital

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65	Laboratory Technician I	Implementation of standard operation of laboratory procedures and provision of other administrative support services.	489	6	14,340.00	Completion of two years studies in college	None Required	None Required	None Required (MC 11, s. 96 - Cat III)		Oriental Mindoro Central District Hospital
66	Administrative Aide III	Provision of assistance in the management records.	498, 499	3	11,914.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Records, Management and Administrative Support	Oriental Mindoro Southern District Hospital
67	Administrative Assistant III (Sr. Bookkeeper)	Preparation of accounts and relevant financial data	501	9	17,473.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional	Clerical, Analytical Skills, and Administrative	Oriental Mindoro Southern District Hospital
68	Cash Clerk I	Provision of assistance in the management of hospital collections	502	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Technical Skills, Analytical Skills	Oriental Mindoro Southern District Hospital
69	Administrative Aide I (Utility Worker I)	Provision of assistance in the management of hospital stocks	513	1	10,510.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat III)	Housekeeping	Oriental Mindoro Southern District Hospital
70	Security Guard I	Provision of safe and secured hospital premises.	519	3	11,914.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. 96 - Cat II)	Security and Safety	Oriental Mindoro Southern District Hospital
71	Medical Specialist I	Provision of specialty assistance in fields of pediatrics.	524	21	52,554.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Safety, Quality Patient Care	Oriental Mindoro Southern District Hospital
72	Medical Officer IV	Provision of assistance in the administration of quality patient care and coordination with multidisciplinary health teams.	525, 526, 527	20	47,037.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Southern District Hospital
73	Medical Officer III	Provision of support in the administration of quality patient care and coordination with multidisciplinary health teams.	529	18	38,085.00	Doctor of Medicine	None Required	None Required	RA 1080	Patient Care	Oriental Mindoro Southern District Hospital

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74	Nursing Attendant I	Provision of assistance to the nurse in the performance of quality nursing care in the delivery room.	544,546	4	12,674.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat III)	Patient Support	Oriental Mindoro Southern District Hospital
75	Medical Technologist II	Provision of quality diagnostic laboratory services	553	15	29,010.00	Bachelor's Degree in Med Technology or BS in Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080	Clinical	Oriental Mindoro Southern District Hospital
76	Administrative Aide IV	Management of records and assistance in procurement and supply management.	565	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Clerical and Administrative	Oriental Mindoro Provincial Hospital
77	Administrative Officer I (Records Officer I)	Management of organized sufficient medical records systems.	566	10	18,718.00	Bachelor's degree	None Required	None Required	CS Professional	Records Management	Oriental Mindoro Provincial Hospital
78	Administrative Aide III	Provision of assistance in management of organized and sufficient medical records system.	570, 578, 584	3	11,914.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Clerical and Administrative	Oriental Mindoro Provincial Hospital
79	Accounting Clerk II	Performance of clerical tasks related to financial documents, information preparation and processes.	575	6	14,340.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Clerical, Analytical Skills, and Administrative	Oriental Mindoro Provincial Hospital
80	Carpenter I	Installation and construction of structures and fixtures.	592	3	11,914.00	Elementary School Graduate	None Required	None Required	Carpenter (MC 10, s. 2013 - Cat. II)	Carpentry	Oriental Mindoro Provincial Hospital

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81	Medical Specialist III (FT)	Diagnosis, treatment, and prevention from diseases	609	23	65,604.00	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080	General Administration and Supervision	Oriental Mindoro Provincial Hospital
82	Medical Specialist I (PT)	Diagnosis, treatment, and prevention from diseases	630	21	26,277.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Provincial Hospital
83	Medical Specialist I (Pathology)	Provision of expertise for additional assistance in certain health fields and some clinical duties.	650	21	52,554.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Provincial Hospital
84	Medical Specialist I (Radiology)	Provision of expertise for additional assistance in certain health fields and some clinical duties	651	21	52,554.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care/Clinical	Oriental Mindoro Provincial Hospital
85	Medical Specialist I (ENT)	Provision of expertise for additional assistance in certain health fields and some clinical duties	652	21	52,554.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Provincial Hospital
86	Medical Specialist II-PT (Nephrology)	Direct supervision of nephrological diseases of patients.	653	22	29,358.50	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Provincial Hospital
87	Medical Specialist I-PT (Urology)	Provision of expertise for additional assistance in certain health fields and some clinical duties	654	21	26,277.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Provincial Hospital
88	Medical Specialist II (Neurology)	Direct supervision of urologic diseases of patients.	655	22	58,717.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Provincial Hospital

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89	Nurse I	Provision of direct quality nursing care to patients towards the promotion of health, prevention of diseases and restoration of health.	663, 709	10	18,718.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080	Patient Care	Oriental Mindoro Provincial Hospital
90	Nurse III	Supervision and coordination of nursing care and personnel for effective operation of the nursing department/services.	696	16	31,765.00	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	Patient Care	Oriental Mindoro Provincial Hospital
91	Laboratory Aide II	Provision of assistance in maintaining high standard of laboratory procedures.	730	4	12,674.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat III)		Oriental Mindoro Provincial Hospital
92	Nutritionist Dietitian I	Provision of assistance in the supervision of all activities of the Nutrition and Dietetics Service	736	10	18,718.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None Required	None Required	RA 1080	Nutrition and Dietetics	Oriental Mindoro Provincial Hospital
93	Social Welfare Officer II	Implementation/Provision of Children, Youth and Women Development Program.	762	15	29,010.00	Bachelor's degree in Social Work	1 year of relevant experience	4 hours of relevant training	RA 1080	Social Work	Provincial Social Welfare and Development Office
94	Social Welfare Officer III	Delivery and provision of basic family welfare services for the disadvantaged sectors.	764	18	38,085.00	Bachelor's degree in Social Work	2 years of relevant experience	8 hours of relevant training	RA 1080	Social Work	
95	Community Affairs Assistant I	Implementation of community development related activities.	769	5	13,481.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional	Community Organizing	Provincial Social Welfare and Development Office

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96	Administrative Officer II	Assistance in the direction of clerical and custodial unit and oversees accomplished work to conform to standard policies and procedures.	773	11	20,179.00	Bachelor's Degree	None Required	None Required	CS Professional	Clerical and Administrative	Provincial Agriculturist's Office
97	Supervising Agriculturist	Supervision of the implementation of programs on crops production, processing, marketing and linkaging for sustainable agricultural productivity and development.	779	22	58,717.00	Bachelor's degree in Agriculture (General Course) or Bachelor of Science in Agriculture with relevant field of specialization	3 years of relevant experience	16 hours of relevant training	RA 1080 (Agriculturist)	Technical, General Administration and Supervision	Provincial Agriculturist's Office
98	Agricultural Technologist	Provision of technical assistance on grain, high value commercial crops and other fruit crops production; Assistance in the preparation of samples and chemical reagents.	786, 789, 790, 796, 797, 798, 816	10	18,718.00	Bachelor's Degree Relevant to the job	None Required	None Required	CS Professional	Technical Skills	Provincial Agriculturist's Office
99	Aquaculturist II	Planning and designing of program for improved fish culture and propagation, fish processing methodology, coastal resources conservation and protection and assign/directs the field works of fishery technician.	794	15	29,010.00	Bachelor's Degree Relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	Technical Skills	Provincial Agriculturist's Office
100	Farm Supervisor	Supervision of operation and activities of the nursery farm; maintenance of the buildings at the Provincial Demo Farm.	803	8	16,282.00	High School Graduate	1 year of relevant experience	4 hours of relevant training	None Required (MC 11, s. 96 - Cat III)	Farm Supervising	Provincial Agriculturist's Office
101	Agricultural Center Chief II	Supervision of programs, projects and all activities under the Soil Testing Laboratory.	808	20	47,037.00	Bachelor's Degree Relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional	Technical Skills	Provincial Agriculturist's Office

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						Education	Experience	Training	Eligibility	Competency (if applicable)	
102	Administrative Aide III (Illustrator)	Consolidation of soil analysis and trichoderma production records.	812	3	11,914.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	CS Subprofessional/ Draftsman or Illustrator (MC 10,s.2013-Cat.II)		Provincial Agriculturist's Office
103	Agriculturist II	Supervision of preparation of chemical reagents materials for fungal and bacterial growth.	814,817	15	29,010.00	Bachelor's degree in Agriculture (General Course) or Bachelor of Science in Agriculture with relevant field of specialization	1 year of relevant experience	4 hours of relevant training	RA 1080 (Agriculturist)	Analytical Skills, Planning Skills, Technical Skills	Provincial Agriculturist's Office
104	Administrative Aide VI	Preparation and management of records and assistance in procurement and supply management	822	6	14,340.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Provincial Veterinarian's Office
105	Administrative Aide IV	Assistance in the management of records, and safekeeping of supplies and procurement.	823	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Provincial Veterinarian's Office
106	Administrative Aide IV	Management of records and assistance in procurement and supply management.	842	4	12,674.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional		Environment and Natural Resources Office
107	Community Development Officer II	Responsible for the planning/implementation, monitoring and evaluation of ENR-related programs/projects; preparation of program/project designs/proposals on forest and water management; and development, analysis, review and maintenance of ENR databank/Responsible for the review and analysis of data/information collected data from the LGUs; monitoring and evaluation of compliance of environmental projects to permits/standards issued; and identification and study of interventions that prevent pollution and/or enhance the quality of the environment.	845	15	29,010.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	Analytical Skills, Planning Skills, Technical Skills	Environment and Natural Resources

No.	Position Title	Job Description	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
						Education	Experience	Training	Eligibility	Competency (if applicable)	
108	PGDH (Provincial Engineer)	Implementation of the infrastructure development programs and projects.	865	26	92,108.00	Bachelor's degree in Civil Engineering	5 years experience in the practice of engineering	None Required	RA 1080	Planning Skills, Project Management, General Administration and Supervision	Provincial Engineer's Office
109	Administrative Officer II	Provision of assistance in administrative and clerical services	867	11	20,179.00	Bachelor's degree	None Required	None Required	CS Professional	General Administration and Supervision	Provincial Engineer's Office
110	Administrative Officer IV	Supervision of storekeeping of supplies and spare parts and issuance of fuel, oil and lubricants	873	15	29,010.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	General Administration and Supervision	Provincial Engineer's Office
111	Engineer II	Inspection of proposed projects and prepare program of work	889	16	31,765.00	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080		Provincial Engineer's Office
112	Construction and Maintenance Foreman	Responsible over a group of maintenance workers involved in the maintenance of road and other similar public works.	912, 914	8	16,282.00	High School Graduate	1 year of relevant experience	4 hours of relevant training	None Required (MC 11, s. 96 - Cat III)		Provincial Engineer's Office
113	Electrician I	Assists/performs electrical works.	922, 923	4	12,674.00	High School Graduate or Completion of Relevant Vocational/Trade Course	None Required	None Required	Electrician (Bldg Wiring) (MC 11, s. 96 - Cat. I)	Electrical	Provincial Engineer's Office
114	Plumber I	Provision of plumbing activities within the Provincial Government	924,925	3	11,914.00	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	Plumbing	Provincial Engineer's Office
115	Carpenter I	Repair and maintenance of office buildings.	929	3	11,914.00	Elementary School Graduate	None Required	None Required	Carpenter (MC 10, s. 2013 - Cat. II)	Carpentry	Provincial Engineer's Office
116	Engineer II (Electrical)	Performs electrical works.	931	16	31,765.00	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080	Analytical Skills, Planning Skills, Technical Skills	Provincial Engineer's Office

No.	Position Title	Job Description	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
						Education	Experience	Training	Eligibility	Competency (if applicable)	
117	Heavy Equipment Operator II	Operate heavy equipment units on work assignments and construction areas. Maintain assigned heavy equipment in good mechanical condition.	940, 941, 944, 950, 952, 953	6	14,340.00	High School Graduate or Completion of Relevant Vocational/Trade Course	None Required	None Required	Heavy Equipment Operator (MC 10, s. 2013 - Cat II)	Driving Skills	Provincial Engineer's Office
118	Mechanic II	Troubleshooting light & heavy equipment defects and performs vehicle maintenance.	968	6	14,340.00	High School Graduate or Completion of Relevant Vocational/Trade Course	None Required	None Required	Mechanic (MC 10, s. 2013 - Cat II)	Mechanic	Provincial Engineer's Office
119	Mechanic I	Performing engine overhaul, tune-up, adjusts brakes & clutches, replace carburetors, clutches & transmission.	962, 970, 971	4	12,674.00	High School Graduate or Completion of Relevant Vocational/Trade Course	None Required	None Required	Mechanic (MC 10, s. 2013 - Cat II)	Mechanic	Provincial Engineer's Office
120	Metal Worker I	Cutting, shaping and joining metal sheet components into correct forms and sizes for the bodywork of vehicles and equipment.	974	4	12,674.00	Elementary School Graduate	None Required	None Required	Metal Worker (MC 10, s. 2013 - Cat II)	Metal Work	Provincial Engineer's Office

No.	Position Title	Job Description	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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121	Supervising Tourism Operations Officer	Supervision of development planning, database development, marketing and promotions and institutional development	986	22	58,717.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	3 years of work experience and involvement in the tourism industry either in private sector or the government	DOT specific and mandatory trainings such as but not limited to the following; Tourism Awareness and Capability Building Seminar for LGUs, Seminar on Disaster Risk Reduction and Management, Basic Tourism Statistics Training (BTST), Local Tourism Guidebook and Orientation and Seminar on Gender and Development Orientation	CS Professional	Technical Skills, Analytical Skills, General Administration and Supervision	Provincial Tourism, Investment and Enterprise Development Office
122	Tourism Operations Officer I	Provision of support for institutional development	989	11	20,179.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	None Required	None Required	CS Professional	Technical Skills, Project Management, Planning Skills	Provincial Tourism, Investment and Enterprise Development Office
123	Administrative Assistant I (Photographer II)	Documentation of Tourism Programs, Projects and Activities	992	7	15,254.00	High School Graduate or Completion of Relevant Vocational/Trade Course	None Required	None Required	Photographer (MC 11, s. 96 - Cat II)	Photography	Provincial Tourism, Investment and Enterprise Development Office
124	Economist IV	Supervision of investment promotion programs/services	993	22	58,717.00	Bachelor's Degree Relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional	Economist, General Administration and Supervision	Provincial Tourism, Investment and Enterprise Development Office

No.	Position Title	Job Description	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
						Education	Experience	Training	Eligibility	Competency (if applicable)	
125	Economist II	Facilitation of investment generation and image building	994	15	29,010.00	Bachelor's Degree Relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	Economist	Provincial Tourism, Investment and Enterprise Development Office
126	Development Management Officer IV	Supervision of enterprise development projects and programs in the province	997	22	58,717.00	Bachelor's Degree Relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional	Development Planning, General Administration and Supervision	Provincial Tourism, Investment and Enterprise Development Office
127	Development Management Officer III	Facilitation of financing program and Public-Private Partnership (PPP) projects	998	18	38,085.00	Bachelor's Degree Relevant to the job	2 year of relevant experience	8 hours of relevant training	CS Professional	Technical Skills	Provincial Tourism, Investment and Enterprise Development Office
128	Development Management Officer II	Facilitation of capability building and cooperative development concerns	999	15	29,010.00	Bachelor's Degree Relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	Technical Skills	Provincial Tourism, Investment and Enterprise Development Office
129	Administrative Aide IV	Management of the Toll Packaging Center (TPC) and provision of administrative support.	1001	4	12,674.00	Completion of two years of studies in college	None Required	None Required	CS Subprofessional	Clerical and Administrative	Provincial Tourism, Investment and Enterprise Development Office

VACANT POSITIONS ARE OPEN TO ALL APPLICANTS REGARDLESS OF AGE, SEX, SEXUAL ORIENTATION AND GENDER IDENTITY, CIVIL STATUS, DISABILITIES, RELIGION, ETHNICITY OR POLITICAL AFFILIATION.

Interested and qualified applicants should signify their interest in writing not later than **July 31, 2018**.

QUALIFIED APPLICANTS are advised to address their application to:

ALFONSO V. UMALI, JR.
Provincial Governor
Provincial Government of Oriental Mindoro
Capitol Complex, Camilmil,

For OVG/Sangguniang Panlalawigan Positions
HUMERLITO A. DOLOR
Vice Governor
Provincial Government of Oriental Mindoro

No.	Position Title	Job Description	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
						Education	Experience	Training	Eligibility	

Calapan City, Oriental Mindoro

Capitol Complex, Camilmil,
Calapan City, Oriental Mindoro

Thru:

ELISA O. PAALA

PGDH-PHRMO

Provincial Human Resource Management Office

MANDATORY REQUIREMENTS

1. Fully accomplished Personal Data Sheet (PDS) with attached work experience sheet and with recent passport-sized picture (CS Form No. 212, Revised 2017) which can
2. Certificate of relevant trainings/seminars (if applicable);
3. Certified Photocopy of certificate of eligibility/rating/license; and
4. Certified Photocopy of Diploma and Transcript of Records.

Application for Promotion or Transfer should include the following;

1. At least two Very Satisfactory Performance Ratings in the present position
2. Clearances from money, property and work-related accountabilities from the appointee's former office (CSC Form No.7, s.2017)