

**PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO**

Vacancies

**Dir. JOSEPHINE A. ROSUELO-ALTURA**

**February 6, 2018**

Director II, CSC Field Office

Position/Office	Salary Grade/ Annual Grade	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
Administrative Officer II (Community Affairs Officer I) / Provincial Governor's Office (Management Staff Support Division)	SG -11/ P242,148.00	11	Bachelor's degree	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Responsible for carrying out community relations activities; assisting in the budget preparation process and controlling budget expenditures.					
Administrative Aide IV (Clerk II) / Provincial Governor's Office (Internal Audit Services Division)	SG - 4/ 152,088.00	16	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Performs clerical duties such as typing, filing, and preparation of office documents.					
Internal Auditor I (Management and Audit Analyst I)	SG -11/ P242,148.00	21	Bachelor's degree relevant to the job	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Gather quantitatively and qualitatively sufficient, valid and relevant evidences through inspection, observation, inquiries, and confirmations to afford a reasonable basis for the analysis of the financial and operational structure.					
Administrative Officer II (Info Officer I) / Provincial Governor's Office (Communication and Public Relations Division)	SG -11/ P242,148.00	30	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Responsible for the promotion of public awareness on development programs, public services and directives of the provincial government.					
Administrative Assistant I (Photographer II) / Provincial Governor's Office (Communication and Public Relations Division)	SG -7/ P183,048.00	32	High School Graduate/Completion of relevant vocational course	None required	None required	Photographer (MC 11, s.96- Cat.II)
<b>Brief description of the general function of the Position</b>	Provides photography services/coverage on the various programs, projects, activities, and accomplishments of the Provincial Government of Oriental Mindoro for dissemination to the general public, partners agencies and prospective investors.					
Audio Visual Equipment Operator III/ Provincial Governor's Office (Communication and Public Relations Division)	SG -5/ P161,772.00	34	High School Graduate/Completion of relevant vocational course	None required	None required	Photographer (MC 11, s.96- Cat.II)
<b>Brief description of the general function of the Position</b>	Provides photography services/coverage on the various programs, projects, activities, and accomplishments of the Provincial Government of Oriental Mindoro for dissemination to the general public, partners agencies and prospective investors.					
Local Disaster Risk Reduction and Management Officer III/ Provincial Governor's Office (Disaster Risk Reduction Management Services Division)	SG - 18/ P457,020.00	36	Bachelor's degree	2 years of relevant experience on DRRM	8hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Facilitation of the capacity development of the Local Disaster Risk Reduction and Management personnel and volunteers and administration of general and support services.					

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Local Disaster Risk Reduction and Management Officer II / Provincial Governor's Office (Disaster Risk Reduction Management Services Division)	SG - 15/ P348,120.00	37	Bachelor's degree	1 year of relevant experience on DRRM	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Facilitation of the capacity development of the Local Disaster Risk Reduction and Management personnel and volunteers and administration of general and support services.					
Local Disaster Risk Reduction and Management Officer I / Provincial Governor's Office (Disaster Risk Reduction Management Services Division)	SG -11/ P242,148.00	38	Bachelor's degree	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Operates multi-hazard early warning system, linked To DRR to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities.					
<b>Provincial Warden/Provincial Administrator's Office</b>	SG -22/ P704,604.00	42	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	CS Professional
<b>Brief description of the general function of the Position</b>	Supervises the daily operations of the Provincial Jail Centers to ensure that the standard operating procedures shall be observed without prejudicing the implementation of the rehabilitation programs for inmates.					
Prison Guard II/PGO - Oriental Mindoro Provincial Jail	SG -7/ P183,048.00	48	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Responsible for enforcing rules, preventing assaults and escapes, and maintaining the general order of the facilities to which they are assigned					
Prison Guard I/PGO - Oriental Mindoro Provincial Jail	SG-5/ P161,772.00	53	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Responsible for enforcing rules, preventing assaults and escapes, and maintaining the general order of the facilities to which they are assigned					
<b>Administrative Aide IV (Clerk II)/PGO - Oriental Mindoro Provincial Jail</b>	SG - 4/ 152,088.00	56	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Prepares office documents, receives and sort mails for inmates and attends to the required administrative matters of the Provincial Jail.					

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Administrative Aide IV (Clerk II)/ Vice Governor and Sangguniang Panlalawigan	SG - 4/ 152,088.00	77	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Assists in the provision of clerical assistance in the administrative operations of the office					
Administrative Aide I/ Vice Governor and Sangguniang Panlalawigan	SG -1 / P126,120.00	81	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat.III)
<b>Brief description of the general function of the Position</b>	Responsible in maintaining cleanliness at all times					
Local Legislative Staff Assistant I	SG -6 / P172,080.00	104	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Provides assistance in the provision of technical services to Sangguniang Panlalawigan in the latter's legislative functions					
Local Legislative Staff Officer III	SG -16/ P381,180.00	121	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Provides technical services to Sangguniang Panlalawigan in the latter's legislative functions					
Administrative Aide IV (Clerk II) / Provincial Administrator's Office	SG - 4/ 152,088.00	136	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Performs sorting and maintenance of pertinent records, preparations of correspondence and financial documents and ensures the completeness and validity of request from clients.					
Supervising Administrative Officer/Provincial Administrator's Office	SG -22/ P704,604.00	138	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention undertaken	CS Professional
<b>Brief description of the general function of the Position</b>	Performs coordination with the Provincial Planning and Development Office and other PGOOrM offices on the implementation of various programs and activities and assists in the establishment of SPMS to monitor the actual performances according to their targets and plans set or agreed upon.					
Administrative Officer V/Provincial Administrator's Office	SG -18/ 457,020.00	Bachelor's degree	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Supervision of the operations of the Organizational Performance Management Division (OPMD).					
Administrative Officer III (Records Officer II)/Provincial Human Resource Management Office	SG - 15/ P348,120.00	150	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Management and provision of administrative and support services.					

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<b>Supervising Administrative Officer/Provincial Human Resource Management Office</b>	SG -22/ P704,604.00	160	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	CS Professional
<b>Brief description of the general function of the Position</b>	Formulation of action plan on human resource development; and provision of assistance in the management of the office's programs/projects and activities involving human resource planning, recruitment, selection, placement and other personnel actions, career management and performance management.					
<b>Administrative Officer IV (HRMO II)/Provincial Human Resource Management Office</b>	SG - 15/ P348,120.00	163	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Provision of assistance on recruitment, selection and placement processes and performance management.					
<b>Administrative Aide IV (Clerk II)/Provincial Planning and Development Office</b>	SG - 4/ 152,088.00	175	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Performs clerical duties such as typing, filing, and preparation of office documents.					
<b>Planning Officer II/Provincial Planning and Development Office</b>	SG - 15/ P348,120.00	180	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Responsible for the provision of technical assistance involving identification, integration, and coordination of sectoral plans and programs and packaging of the planning documents.					
<b>Planning Officer I/Provincial Planning and Development Office</b>	SG -11/ P242,148.00	181,183	Bachelor's degree relevant to the job	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Provide assistance in collecting and organizing various planning documents.					
<b>Project Development Officer IV/Provincial Planning and Development Office</b>	SG -22/ P704,604.00	185	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Supervise/facilitate the conduct of necessary research studies, project development, database management and Geographic Information System (GIS) establishment and evaluation of private sector groups seeking Sangguniang Panlalawigan (SP) accreditation to support planning, implementation, monitoring and evaluation (M&E) of development programs/projects of the Provincial Government of Oriental Mindoro.					
<b>Project Development Officer II/Provincial Planning and Development Office</b>	SG - 15/ P348,120.00	196,197	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Responsible for the integration and coordination of sectoral plans and studies, preparation planning documents and assisting in the identification and project consistent with the development plans.					

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Project Evaluation Officer I/Provincial Planning and Development Office	SG -11/ P242,148.00	199	Bachelor's degree relevant to the job	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Responsible for the integration and coordination of sectoral plans and studies, preparation planning documents and assisting in the identification and project consistent with the development plans.					
Provincial Government Department Head (Provincial General Services Officer)/Provincial General Services Office	SG -26/ P1,105,296.00	201	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	CS Professional
<b>Brief description of the general function of the Position</b>	Plans, directs and coordinates the operations and activities of the Provincial General Service Office					
Administrative Officer V (Supply Officer III)/Provincial General Services Office	SG - 18/ P457,020.00	202	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Under the direct supervision, manages the administrative functions of the office.					
Administrative Aide VI (Storekeeper II)/Provincial General Services Office	SG -6 / P172,080.00	222	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Maintains adequate records on all forms of supplies.					
Security Agent II/Provincial General Services Office	SG -10/ P224,616.00	226	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Responsible for the supervision of CSD operations.					
Security Guard I/Provincial General Services Office	SG -3/ P142,968.00	231,236	High School Graduate	None required	None required	Security Guard License (MC 11, s. 96 - Cat II)
<b>Brief description of the general function of the Position</b>	Responsible in securing government properties and buildings against fire, theft, vandalism and illegal entry					
Administrative Aide II (Reproduction Machine Operator I)/Provincial Budget Office	SG -2/ 134,400.00	245	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)
<b>Brief description of the general function of the Position</b>	Performance of activities involving reproduction, sorting, packaging and binding of budgets and other documents and other related tasks					
Budget Officer IV/Provincial Budget Office	SG -22/ P704,604.00	247,252	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Management of the division and performance of activities involving budget preparation and defense, budget review and other functions required of the position.					

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Budgeting Assistant/Provincial Budget Office	SG -8/ 195,384.00	251	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Performance of activities involving the clerical/administrative and related services of the division					
Provincial Government Department Head (Provincial Accountant)	SG -26/ P1,105,296.00	259	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	CS Professional
<b>Brief description of the general function of the Position</b>	In-charge of the Accounting Department					
Provincial Government Department Head (Provincial Treasurer)	SG -26/ P1,105,296.00	286	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	CS Professional
<b>Brief description of the general function of the Position</b>	Ensures that all taxes and resources of the province are collected and properly utilized and technical property of the treasury services provides to all treasury offices in all municipalities.					
Local Revenue Collection Officer II/Provincial Treasurer's Office	SG - 15/ P348,120.00	297,298	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Receives/acknowledges and collects all payments of taxes, remits fees and charges and all other impositions accruing to the province and the various allotments from the national government under current rules and regulations and prepares collection reports of all funds to ensure efficient recording and prompt submission to all concerned offices.					
Revenue Collection Clerk II/Provincial Treasurer's Office	SG -7/ P183,048.00	300	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Assists in the receipt/acknowledgement and collection of all payments of taxes, fees and charges accruing the province especially under current rules and regulations, prepares abstract of general collections of all funds to ensure efficient recording and prompt submission of reports to all concerned offices.					
Revenue Collection Clerk I/Provincial Treasurer's Office	SG -5/ P161,772.00	302	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Assists in the receipt/acknowledgement and collection of all payments of taxes, fees and charges accruing the province especially under current rules and regulations, prepares abstract of general collections of all funds to ensure efficient recording and prompt submission of reports to all concerned offices.					

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Cashier IV/Provincial Treasurer's Office	SG -22/ P704,604.00	305	Bachelor's Degree	3 hours of relevant experience	16 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Oversees the workflow of cash disbursement, ensures that policies, procedures and systems involving cashing operations are met and disposed accordingly.					
Disbursing Officer I/Provincial Treasurer's Office	SG -6 / P172,080.00	310	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Prepares cash advances under current regulations, payment, liquidates and prepares disbursement reports to ensure efficient recording and timely payment of all claims.					
Cash Clerk/Provincial Treasurer's Office	SG -4/ 152,088.00	312	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Performs advanced clerical and general office work involving the procedures on check preparation, recording and maintenance of records and other documents pertinent to the division's smooth operations.					
Local Treasury Operation Assistant/Provincial Treasurer's Office	SG -8/ 195,384.00	322	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Responsible in maintaining tax information system of the province for record bookmarking and access efficiency.					
Assessment Clerk I/Provincial Assessor's Office	SG -4/ 152,088.00	333	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Receives copy of real property records from Municipal Assessor for review and approval; receives assessment documents from taxpayers/clients for transfer or for other assessment related purposes.					
Local Assessment Operations Officer IV/Provincial Assessor's Office	SG -22/ 633,396.00	337	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Plans and directs the preparation and updating of tax maps, tax mapping control roll (TMCR) and other tax mapping documents.					
Tax Mapper I/Provincial Assessor's Office	SG -11/ P242,148.00	339	Bachelor's degree relevant to the job	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Conducts site inspection of property ownership in coordination with Municipal Assessors to validate status of property identification and classifications; plots subdivided parcels according to property descriptions indicated in deeds and other conveying documents and create descriptions from the remaining parcel boundaries.					
Draftsman II/Provincial Assessor's Office	SG -8/ P195,384.00	341	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	CS Subprofessional, Draftsman or Illustrator (MC 11, s. 96 - Cat I)
<b>Brief description of the general function of the Position</b>	Interprets deeds, plats, right-of-ways and other records in the tax maps; plots parcels, new subdivision and other real property and drafts maps to scale and label with identifying information.					

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<b>Local Assessment Operations Officer II/Provincial Assessor's Office</b>	SG - 15/ P348,120.00	348	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Conducts investigation and analysis of data in determining the value of real properties for taxation purposes; assists in the provision of technical assistance to Municipal Assessors related to assessment/appraisal.					
<b>Legal Aide/Provincial Legal Office</b>	SG -5/ P161,772.00	365	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Performs clerical and administrative support functions to the Legal Division to promote its various responsibilities.					
<b>Legal Assistant I/Provincial Legal Office</b>	SG -10/ 218,604.00	362 364	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Undertakes preparation and/or review of simple legal documents, forms and other instruments to ensure that the same are in accordance with law, public policy and public order and that the interests of the local government unit concerned are duly protected.					
<b>Administrative Aide IV (Clerk II)/Provincial Health Office</b>	SG - 4/ 152,088.00	371	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Performs clerical duties such as typing, filing, and preparation of office documents.					
<b>Administrative Aide III (Driver I)/Provincial Health Office</b>	SG - 3/ P142,968.00	373	Elementary School Graduate	None required	None required	Driver's License (MC 11. s.96-Cat.II)
<b>Brief description of the general function of the Position</b>	Transport and vehicle maintenance.					
<b>Construction and Maintenance Foreman/Provincial Health Office</b>	SG - 8/ P195,384.00	375	High School Graduate	1 year of relevant experience	4 hours of relevant training	None required (MC 11, s.96-Cat.III)
<b>Brief description of the general function of the Position</b>	Coordinates, supervises and participates in the construction, maintenance and repair of roads and related structures.					
<b>Dentist II/Provincial Health Office</b>	SG -16/ P381,180.00	386	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Promoting oral health and disease prevention; creating treatment plans to maintain or restore the oral health of the patients					
<b>Sanitation Inspector I/Provincial Health Office</b>	SG -6/ P172,080.00	397	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Implements sanitation mandates in 14 municipalities and 1 City through the Rural Sanitary Inspectors					
<b>Midwife II/Provincial Health Office</b>	SG -8/ 195,384.00	400	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Give the necessary supervision, care and advice to women during pregnancy, labor and the postpartum period. Provide full antenatal care, including screening test in the hospital,					

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Cash Clerk I/Bulalacao Community Hospital	SG - 4/ 152,088.00	404	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Management of financial activities of the hospital relative to cash receipts, deposits and remittances and maintenance of financial records and other pertinent documents.					
Medical Officer III/Bulalacao Community Hospital	SG - 18/ P457,020.00	411	Doctor of Medicine	None required	None required	RA 1080
<b>Brief description of the general function of the Position</b>	Identifies symptoms and signs of various illness and/or injuries to order appropriate tests and treatments.					
Medical Officer V/Naujan Community Hospital	SG -22/ P704,604.00	423	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Identifies symptoms and signs of various illness and/or injuries to order appropriate tests and treatments.					
Administrative Assistant II/Naujan Community Hospital	SG -8/ 195,384.00	424	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Management and supervision of general administrative and support services.					
Administrative Aide III/Oriental Mindoro Central District Hospital	SG - 3/ P142,968.00	451,454	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Provision of assistance in management of organized and sufficient medical records system.					
Administrative Assistant III/Oriental Mindoro Central District Hospital	SG -9/ 203,832.00	452	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Preparation of accounts and relevant financial data.					
Medical Specialist I - PT (OB-Gyn)/Oriental Mindoro Central District Hospital	SG -21/ 573,348.00	464	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
Medical Specialist I - PT (Anaesthesiology)/Oriental Mindoro Central District Hospital	SG -21/ 573,348.00	465	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
Medical Specialist I - PT (Surgeon)/Oriental Mindoro Central District Hospital	SG -21/ 573,348.00	466	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					

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**PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO**

Vacancies

**Dir. JOSEPHINE A. ROSUELO-ALTURA**

**February 6, 2018**

Director II, CSC Field Office

Position/Office	Salary Grade/ Annual Grade	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
Published in CSC Regional Office, CSC Field Office, PGOOrM Bulletin Board and PGOOrM Website						
Medical Specialist I - PT (Pedia)/Oriental Mindoro Central District Hospital	SG -21/ 573,348.00	467	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
Medical Specialist I - PT (IM)/Oriental Mindoro Central District Hospital	SG -21/ 573,348.00	468	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
Medical Officer III/Oriental Mindoro Central District Hospital	SG -18/ P457,020.00	471	Doctor of Medicine	None required	None required	RA 1080
Brief description of the general function of the Position	Identifies symptoms and signs of v arious illness and/or injuries to order appropriate tests and treatments.					
Nurse I/Oriental Mindoro Central District Hospital	SG -10/ P224,616.00	477,478	Bachelor of Science in Nursing	None required	None required	RA 1080
Brief description of the general function of the Position	Provides general nursing care to patients; administers prescribed medications and treatments; observes signs and symptoms and institute remedial actions					
Midwife II/Oriental Mindoro Central District Hospital	SG -8/ 195,384.00	483	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Give the necessary supervision, care and advice to women during pregnancy, labor and the postpartum period. Provide full antenatal care, including screening test in the hospital,					
Laboratory Technician I/Oriental Mindoro Central District Hospital	SG -6 / P172,080.00	489	Completion of two years studies in college	None required	None required	None required (MC 11, s. 96 - Cat III)
Brief description of the general function of the Position	Implementation of standard operation of laboratory procedures and provision of other administrative support services.					
Administrative Aide III/Oriental Mindoro Southern District Hospital	SG - 3/ P142,968.00	498,499	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat II)
Brief description of the general function of the Position	Provision of assistance in the management records.					
Cash Clerk I/Oriental Mindoro Southern District Hospital	SG - 4/ 152,088.00	502	Completion of two years studies in college	None required	None required	CS Subprofessional
Brief description of the general function of the Position	Provision of assistance in the management of hospital collections.					
Administrative Aide I (Utility Worker I)/Oriental Mindoro Southern District Hospital	SG - 1/ 119,772.00	513	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III)
Brief description of the general function of the Position	Provision of assistance in the management of hospital stocks; Provision of assistance in cleanliness and orderliness of the hospital premises.					
Security Guard I/Oriental Mindoro Southern District Hospital	SG - 3/ P142,968.00	519	High School Graduate	None required	None required	Security Guard License (MC 11, s. 96 - Cat II)

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Vacancies

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Director II, CSC Field Office

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Brief description of the general function of the Position	Responsible in securing government properties and buildings against fire, theft, vandalism and illegal entry.					
Medical Specialist I/Oriental Mindoro Southern District Hospital	SG -21/ 573,348.00	524	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Provision of specialty assistance in fields of medicine.					
Medical Officer IV/Oriental Mindoro Southern District Hospital	SG -20/ 519,000.00	525,526,527	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Provision of assistance in the administration of quality patient care and coordination with multidisciplinary health teams.					
Medical Officer III/Oriental Mindoro Southern District Hospital	SG -18/ 428,316.00	529	Doctor of Medicine	None required	None required	RA 1080
Brief description of the general function of the Position	Provision of assistance in the administration of quality patient care and coordination with multidisciplinary health teams.					
Nurse I/Oriental Mindoro Southern District Hospital	SG -10/ P224,616.00	539,541	Bachelor of Science in Nursing	None required	None required	RA 1080
Brief description of the general function of the Position	Provision of support in quality nursing care to pregnant women in-labor and/or with obstetrical problems.					
Nursing Attendant I/Oriental Mindoro Southern District Hospital	SG - 4/ 152,088.00	544	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)
Brief description of the general function of the Position	Provides basic care to patients and assist them in daily activities while inside the hospital.					
Midwife II/Oriental Mindoro Southern District Hospital	SG -8/ 195,384.00	551	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Give the necessary supervision, care and advice to women during pregnancy, labor and the postpartum period. Provide full antenatal care, including screening test in the hospital,					
Medical Technologist II/PHO - Oriental Mindoro Southern District Hospital	SG - 15/ P348,120.00	553	Bachelor's degree in Med Technology or BS in Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Provision of quality diagnostic laboratory services					
Administrative Officer V/PHO - Oriental Mindoro Provincial Hospital	SG -18/ 428,316.00	563	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	CS Professional
Brief description of the general function of the Position	Preparation and administration of financial and administrative reports and company data bases. In-charge for the administrative duties of the entire department.					
Administrative Aide IV/PHO - Oriental Mindoro Provincial Hospital	SG - 4/ 152,088.00	565	Completion of two years studies in college	None required	None required	CS Subprofessional
Brief description of the general function of the Position	Performs clerical duties such as typing, filing, and preparation of office documents.					

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Administrative Aide III/PHO - Oriental Mindoro Provincial Hospital	SG - 3/ 142,968.00	570,578,584	Completion of two years studies in college	None required	None required	CS Subprofessional
Brief description of the general function of the Position	Performs clerical duties such as typing, filing, and preparation of office documents.					
Cashier II/PHO - Oriental Mindoro Provincial Hospital	SG - 14/ 317,928.00	573	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional
Brief description of the general function of the Position	Collection and remittance of payments for services rendered; and disbursement and liquidation of cash advances.					
Administrative Assistant III (Sr. Bookkeeper)/PHO - Oriental Mindoro Provincial Hospital	SG - 9/ 215,088.00	574	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional
Brief description of the general function of the Position	Preparation of accounts and relevant financial data.					
Mechanic II/PHO - Oriental Mindoro Provincial Hospital	SG - 6/ P172,080.00	585	High School Graduate or completion of relevant/trade course	None required	None required	Mechanic (MC 11, s.96-Cat.I)
Brief description of the general function of the Position	Performs clerical duties such as typing, filing, and preparation of office documents.					
Carpenter I/PHO - Oriental Mindoro Provincial Hospital	SG - 3/ P142,968.00	592	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 96 - Cat I)
Brief description of the general function of the Position	Installation and construction of structures and fixtures.					
Medical Specialist III (FT)/PHO - Oriental Mindoro Provincial Hospital	SG - 23/ P787,248.00	609	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080
Brief description of the general function of the Position	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
Medical Specialist I (PT)/PHO - Oriental Mindoro Provincial Hospital	SG - 21/ P630,648.00	630	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
Medical Specialist I (Pathology)/PHO - Oriental Mindoro Provincial Hospital	SG - 21/ P630,648.00	650	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
Medical Specialist I (Radiology)/PHO - Oriental Mindoro Provincial Hospital	SG - 21/ P630,648.00	651	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Brief description of the general function of the Position	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
Medical Specialist I (ENT)/PHO - Oriental Mindoro Provincial Hospital	SG - 21/ P630,648.00	652	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080

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Director II, CSC Field Office

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			Education	Work Experience	Training	Eligibility
<b>Brief description of the general function of the Position</b>	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
<b>Medical Specialist II (PT) (Nephrology)/PHO - Oriental Mindoro Provincial Hospital</b>	SG -22/ P704,604.00	653	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
<b>Medical Specialist I (PT) (Urology)/PHO - Oriental Mindoro Provincial Hospital</b>	SG - 21/ P630,648.00	654	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
<b>Medical Specialist II (Neurology)/PHO - Oriental Mindoro Provincial Hospital</b>	SG -22/ P704,604.00	655	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Diagnose and treats medical conditions, disorders, and diseases through the application of specialist medical skills and knowledge.					
<b>Nurse V/PHO - Oriental Mindoro Provincial Hospital</b>	SG -20/ 519,000.00	656	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Management and supervision of the entire nursing service.					
<b>Nursing Attendant I/PHO - Oriental Mindoro Provincial Hospital</b>	SG - 4/ 152,088.00	661	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Provision of assistance to the nurse in terms of nursing care					
<b>Nurse I/PHO - Oriental Mindoro Provincial Hospital</b>	SG -10/ P224,616.00	663,709	Bachelor of Science in Nursing	None required	None required	RA 1080
<b>Brief description of the general function of the Position</b>	Provides general nursing care to patients; administers prescribed medications and treatments; observes signs and symptoms and institute remedial actions					
<b>Medical Lab Technician I/PHO - Oriental Mindoro Provincial Hospital</b>	SG -6/ P172,080.00	728,729	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080 (Medical Laboratory Technician)
<b>Brief description of the general function of the Position</b>	Provides information for patient's diagnosis and treatment by performing laboratory tests.					
<b>Cook I/PHO - Oriental Mindoro Provincial Hospital</b>	SG - 3/ 142,968.00	740	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)
<b>Brief description of the general function of the Position</b>	Preparation and cooking of menu items for hospital in-patients and stakeholders.					

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			Education	Work Experience	Training	Eligibility
Administrative Aide I/PHO - Oriental Mindoro Provincial Hospital	SG -1 / P126,120.00	745	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III)
Brief description of the general function of the Position	Performs routine maintenance activities to ensure cleanliness of the hospital.					
Administrative Aide IV/Provincial Social Welfare and Development Office	SG - 4/ 152,088.00	751	Completion of two years studies in college	None required	None required	CS Subprofessional
Brief description of the general function of the Position	Performs clerical duties such as typing, filing, and preparation of office documents.					
Social Welfare Officer IV/Provincial Social Welfare and Development Office	SG -22/ P704,604.00	754	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional
Brief description of the general function of the Position	Takes charge of welfare programmes					
Social Welfare Officer II/Provincial Social Welfare and Development Office	SG - 15/ P348,120.00	762	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional
Brief description of the general function of the Position	Delivery of basic services for the disadvantaged communities; Implementation of the Indigenous Peoples Development Program.					
Community Affairs Assistant I/Provincial Social Welfare and Development Office	SG -5/ P161,772.00	769	Completion of two years studies in college	None required	None required	CS Subprofessional
Brief description of the general function of the Position	Assistance to the community affairs officer in data collection, conducts of community survey and preparation of barangay spot maps.					
Administrative Officer III/Provincial Agriculturist's Office	SG -11/ P242,148.00	773	Bachelor's degree	None required	None required	CS Professional
Brief description of the general function of the Position	Assistance in the direction of clerical and custodial unit and oversees accomplished work to conform to standard policies and procedures.					
Supervising Agriculturist/Provincial Agriculturist's Office	SG -22/ P704,604.00	779	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional
Brief description of the general function of the Position	Supervision of the implementation of programs on crops production, processing, marketing and linking for sustainable agricultural productivity and development.					
Agricultural Technologist/Provincial Agriculturist's Office	SG -10/ P224,616.00	786,789,790	Bachelor's degree relevant to the job	None required	None required	CS Professional
Brief description of the general function of the Position	Provision of technical assistance on grain, high value commercial crops and other fruit crops production					
Senior Agriculturist/Provincial Agriculturist's Office	SG - 18/ P457,020.00	792	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional
Brief description of the general function of the Position	Supervision of implementation of Provincial Fishery and CRM Plans and Programs.					

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Aquaculturist II/Provincial Agriculturist's Office	SG - 15/ P348,120.00	793,794	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	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.					
Farm Supervisor/Provincial Agriculturist's Office	SG -8/ 195,384.00	803	High School Graduate	1 year of relevant experience	4 hours of relevant training	None required (MC 11, s. 96 - Cat III)
<b>Brief description of the general function of the Position</b>	Supervision of operation and activities of the nursery farm; maintenance of the buildings at the Provincial Demo Farm.					
Agricultural Center Chief II/Provincial Agriculturist's Office	SG - 20/ 519,000.00	808	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Supervision of programs, projects and all activities under the Soil Testing Laboratory.					
Agriculturist II/Provincial Agriculturist's Office	SG - 15/ P348,120.00	814	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Supervision of preparation of chemical reagents materials for fungal and bacterial growth.					
Agricultural Technologist/Provincial Agriculturist's Office	SG -10/ P224,616.00	816	Bachelor's degree relevant to the job	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Provision of technical assistance on grain, high value commercial crops and other fruit crops production.					
Agricultural Technologist/Provincial Agriculturist's Office	SG -10/ P224,616.00	818	Bachelor's degree relevant to the job	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Provision of technical assistance to farmers needing appropriate agricultural technology.					
Livestock Inspector I/Provincial Veterinarian's Office	SG -6/ P172,080.00	830,838	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Provision of livestock inspection and other services					
Agriculturist I/Provincial Veterinarian's Office	SG -11/ P242,148.00	835	Bachelor's degree relevant to the job	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Assistance in the provision of technical animal health services					
Agricultural Technician II/Provincial Veterinarian's Office	SG -8/ 195,384.00	836	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Assistance in the provision of technical animal health services					

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<b>Community Development Officer III/Environment and Natural Resources Office</b>	SG - 15/ P348,120.00	845,852	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Planning and implementation of solid waste management plans and projects; identification and evaluation of environmental impacts/projects; and development/implementation of information, education and communications activities/strategies on environmental protection.					
<b>Community Development Assistant I/Environment and Natural Resources Office</b>	SG -7/ P183,048.00	847,850	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Collection and encoding/updating of solid waste management data and provision of assistance in the monitoring and evaluation of environmental projects/impacts and conduct of environmental campaign activities					
<b>Community Development Assistant I/Environment and Natural Resources Office</b>	SG -7/ P183,048.00	862,863,864	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Responsible for the acceptance and updating of records related to PG-ENRO's permitting services and provision of technical assistance related to investigation, monitoring and verification of quarrying/mining operations in the province.					
<b>Administrative Officer IV/Provincial Engineer's Office</b>	SG - 15/ P348,120.00	873	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Supervision of storekeeping of supplies and spare parts and issuance of fuel, oil and lubricants					
<b>Laboratory Technician I/Provincial Engineer's Office</b>	SG -6/ P172,080.00	882	Completion of two years studies in college	None required	None required	None required (MC 11, s. 96 - Cat III)
<b>Brief description of the general function of the Position</b>	Collection and tests of construction materials					
<b>Engineer II/Provincial Engineer's Office</b>	SG - 16/ 360,528.00	889	Bachelor's Degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Inspection of proposed projects and prepare program of work					
<b>Construction and Maintenance Foreman/Provincial Engineer's Office</b>	SG -8/ 195,384.00	912,914	High School Graduate	1 year of relevant experience	4 hours of relevant training	None required (MC 11, s. 96 - Cat III)
<b>Brief description of the general function of the Position</b>	Maintenance and rehabilitation of provincial roads and bridges					
<b>Electrician I/Provincial Engineer's Office</b>	SG - 4/ 152,088.00	922,923	High School Graduate or completion of relevant vocational/trade course	None required	None required	Electrician (Bldg Wiring) (MC 11, s.96-Cat.I)
<b>Brief description of the general function of the Position</b>	Provision of electrical services to provincial government					
<b>Plumber I/Provincial Engineer's Office</b>	SG - 3/ 136,644.00	924,925	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)
<b>Brief description of the general function of the Position</b>	Provision of plumbing activities to all provincial government offices					
<b>Carpenter I/Provincial Engineer's Office</b>	SG - 3/ 136,644.00	928	Elementary School Graduate	None required	None required	Carpenter (MC 11, s.96-Cat.I)

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<b>Brief description of the general function of the Position</b>	Installation and construction of furniture and fixtures					
<b>Engineer II (Electrical)/Provincial Engineer's Office</b>	SG - 16/ 360,528.00	931	Bachelor's Degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080
<b>Brief description of the general function of the Position</b>	Performs electrical works					
<b>Heavy Equipment Operator II/Provincial Engineer's Office</b>	SG -6/ P172,080.00	944,950,953	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)
<b>Brief description of the general function of the Position</b>	Operates heavy equipment units on work assignments and construction areas; maintain assigned heavy equipment in good mechanical condition					
<b>Mechanic II/Provincial Engineer's Office</b>	SG -6/ P172,080.00	961	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)
<b>Brief description of the general function of the Position</b>	Troubleshooting light and heavy equipment defects and performs vehicle maintenance					
<b>Mechanical Shop Foreman/Provincial Engineer's Office</b>	SG -11/ P242,148.00	967	High School Graduate or Completion of relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Mechanic (MC 11, s. 96 - Cat. I)
<b>Brief description of the general function of the Position</b>	Assessing and recommending necessary parts replacement or repair for light and heavy equipment and performs inspections and diagnose vehicle defects encountered					
<b>Mechanic II/Provincial Engineer's Office</b>	SG -6/ P172,080.00	968	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)
<b>Brief description of the general function of the Position</b>	Performing engine overhaul, tune-up, adjust brakes and clutches, replace carburetors, clutches and transmission					
<b>Mechanic I/Provincial Engineer's Office</b>	SG - 4/ 152,088.00	971	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)
<b>Brief description of the general function of the Position</b>	Performing engine overhaul, tune-up, adjust brakes and clutches, replace carburetors, clutches and transmission					

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**PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO**

Vacancies

**Dir. JOSEPHINE A. ROSUELO-ALTURA**

**February 6, 2018**

Director II, CSC Field Office

Position/Office	Salary Grade/ Annual Grade	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
<b>Metal Worker I/Provincial Engineer's Office</b>	SG - 4/ 152,088.00	974	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)
<b>Brief description of the general function of the Position</b>	Performing engine overhaul, tune-up, adjust brakes and clutches, replace carburetors, clutches and transmission					
<b>Provinciall Government Department Head (Provincial Tourism, Investment and Enterprise Development Officer)</b>	SG - 26/ P1,105,296.00	981	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	CS Professional
<b>Brief description of the general function of the Position</b>	Leads in the drafting and advocacy of plans and policies relevant to tourism, investment promotion and enterprise development and management; makes the necessary policy recommendations to the LCE and Sangguniang Panlalawigan to provide proper perspective in program/project implementation.					
<b>Tourism Operations Officer I/Provincial Tourism, Investment and Enterprise Development Office</b>	SG -11/ P242,148.00	989	Bachelor's degree relevant to the job	None required	None required	CS Professional
<b>Brief description of the general function of the Position</b>	Ensures institutional development, accreditation and regulation of accommodation establishments and other tourism-related venues.					
<b>Tourism Operations Assistant/Provincial Tourism, Investment and Enterprise Development Office</b>	SG -11/ P242,148.00	990	Completion of two years studies in college	None required	None required	CS Subprofessional
<b>Brief description of the general function of the Position</b>	Assists in the facilitation of tourism marketing and promotions and the actual conduct of tourism events.					
<b>Admin.Assistant I (Photographer II)/Provincial Tourism, Investment and Enterprise Development Office</b>	SG -7/ P183,048.00	992	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Photographer (MC 11, s.96-Cat.II)
<b>Brief description of the general function of the Position</b>	Product enhancement and promotion					
<b>Economist IV/Provincial Tourism, Investment and Enterprise Development Office</b>	SG -22/ P704,604.00	993	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional
<b>Brief description of the general function of the Position</b>	Facilitates investment generation contributory to the attainment of the province's vision.					

Deadline for submission of application letter with complete mandatory requirements is on 28 February 2018.  
(for mandatory requirements - please proceed to PHRMO)

**Vacant positions are open to all applicants regardless of age, gender, civil status, ethnicity and PWD.**

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Position/Office	Salary Grade/ Annual Grade	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
Economist II/Provincial Tourism, Investment and Enterprise Development Office	SG - 15/ P348,120.00	994	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional
Brief description of the general function of the Position	Facilitates planning, promotions, marketing and regulations.					
Development Management Officer IV/Provincial Tourism, Investment and Enterprise Development Office	SG -22/ P704,604.00	997	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional
Brief description of the general function of the Position	Ensures micro, small and medium enterprise development in the province.					
Development Management Officer III/Provincial Tourism, Investment and Enterprise Development Office	SG - 18/ P457,020.00	998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional
Brief description of the general function of the Position	Ensures micro, small and medium enterprise development in the province.					
Development Management Officer II/Provincial Tourism, Investment and Enterprise Development Office	SG - 15/ P348,120.00	999	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS Professional
Brief description of the general function of the Position	Facilitates product enhancement and promotions.					
Project Development Officer I/Provincial Tourism, Investment and Enterprise Development Office	SG -11/ P242,148.00	1000	Bachelor's degree relevant to the job	None required	None required	CS Professional
Brief description of the general function of the Position	Facilitation of financing program and Public-Private Partnership (PPP) projects					
Administrative Aide IV/Provincial Tourism, Investment and Enterprise Development Office	SG - 4/ 152,088.00	1001	Completion of two years studies in college	None required	None required	CS Subprofessional
Brief description of the general function of the Position	Performs clerical duties such as typing, filing, and preparation of office documents.					

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