

Cuyano

Republic of the Philippines
CGO MUNTINLUPA, NCR
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
Electronic copy to be submitted to the CSC FO must be in MS Excel format
RECEIVED
JAN 24 2024
RODRICK L. BRONTO
Specialist II

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO MUNTINLUPA, NCR in the CSC website.

E. Gaviola
ELIZABETH A. GAVIOLA
Acting Head, CHRMD
HRMO

Date: 1/24/2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER IV	13	15-1	36619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		COLEGIO DE MUNTINLUPA (Office of Student Affairs- Student Testing)
2	ADMINISTRATIVE OFFICER II	15	11-1	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		COLEGIO DE MUNTINLUPA (Office of Student Affairs- Scholarship & Financial Assistance)
3	INFORMATION TECHNOLOGY OFFICER I	18	19-1	51357	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		COLEGIO DE MUNTINLUPA (Management Information Systems Office)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **February 8, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Certificate of Training.

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

E. Gaviola
ELIZABETH A. GAVIOLA
City Government Assistant Department Head II
City Hall, Main Building, National Road, Putatan, Muntinlupa City
lgumunti.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

COLEGIO DE MUNTINLUPA
HUMAN RESOURCES DEPT.
RECEIVED
DATE/TIME: 24 JAN 2024
M 1630

COLEGIO DE MUNTINLUPA
OFFICE OF THE COLLEGE PRESIDENT
RECEIVED
DATE: 1/24/2024 TIME: 4:04
NAME & SIGNATURE: *J. Macalain*

MANAGEMENT INFORMATION SYSTEMS OFFICE
Received by *M. P. ...*
JAN 24 2024 TIME: 3:34 pm