

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

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: 4/16/2024

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	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD II	02	24-1	90078	Bachelor's Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility		SOCIAL SERVICES DEPARTMENT

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 **May 1, 2024**.

This Office recognizes Equal Employment Opportunity Principle and all qualified applicants will receive consideration for employment without regard to sex or gender preference, age, ethnicity, religious affiliation, national origin, disability status or any other characteristics protected by law.

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](http://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](mailto:lgumunti.recruitment@gmail.com)

MANAGEMENT INFORMATION SYSTEMS OFFICE  
Received by *Nhene Argana*  
Date *4/16/2024* time *10:25 PM*

**FOR PASTING**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

*certified 4/16/24*