

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



Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

Aguiola
ELIZABETH A. GAVIOLA
Acting Head, CHRMD
HRMO

Date: 3/8/2024

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	LICENSING OFFICER IV	03	22-1	71511	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		BUSINESS PERMITS & LICENSING OFFICE (Inspection & Consumer Welfare Division)

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 **March 23, 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:

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

FOR POSTING
MAR 3/8/24

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED



MANAGEMENT INFORMATION SYSTEMS OFFICE
Received by *Whene Program*
Date 3/8/2024 Time 2:13 pm