

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

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:

Elizabeth A. Gaviola
ELIZABETH A. GAVIOLA
Acting Head, CHRMD

Date: July 22, 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 I	10-01	11-1	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		BUSINESS PERMITS & LICENSING OFFICE (Examination Division-Assessment Section)

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 **August 6, 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.

The City Government of Muntinlupa highly encourages all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identity to apply for the above vacant positions.

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

Elizabeth A. 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.

MANAGEMENT INFORMATION SYSTEMS OFFICE

Received by: *Myra D. Sanchez*
Date: JUL 22 2024
Time: 1:27pm