

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:

[Signature]
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 | REGISTRATION OFFICER IV | 02 | 22-1 | 71,511.00 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility | | LOCAL CIVIL REGISTRY OFFICE (Civil Registry Service Operation) |

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:

[Signature]
ELIZABETH A. GAVIOLA
City Government Assistant Department Head II
City Hall, Main Building, National Road, Putatan, Muntinlupa City
jgumunti.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

