

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:

Agapinal
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	ADMINISTRATIVE OFFICER V (HUMAN RESOURCE MANAGEMENT OFFICER III)	04	18-1	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		TOURISM, CULTURE AND THE ARTS DEPARTMENT (Administrative Division-Administrative Section)
2	SECURITY OFFICER III	05	18-1	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		TOURISM, CULTURE AND THE ARTS DEPARTMENT (Administrative Division-Administrative Section)
3	ADMINISTRATIVE OFFICER IV (INFORMATION OFFICER II)	06	15-1	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		TOURISM, CULTURE AND THE ARTS DEPARTMENT (Administrative Division-Administrative Section)
4	SUPERVISING TOURISM OPERATIONS OFFICER	21	22-1	71,511.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to the following: • Tourism Awareness and Capability Building Seminar for LGUs • Seminar on Disaster Risk Reduction and Management • Basic Tourism Statistics Training (BTST) • Local Tourism Guidebook Orientation and; • Seminar on Gender and Development Orientation	3 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility		TOURISM, CULTURE AND THE ARTS DEPARTMENT (Tourism Development Division)

MANAGEMENT INFORMATION SYSTEMS OFFICE	
Received by:	<i>Myra D. Sanchez</i>
Date:	JUL 22 2024
Time:	1:32 PM

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

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.