

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
Acting Head, CHRMD

Date: September 17, 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	SUPERVISING ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT OFFICER IV)	8	22-1	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Human Resource Development Section)
2	INFORMATION TECHNOLOGY OFFICER II	4	22-1	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Management Information System)
3	COMPUTER MAINTENANCE TECHNOLOGIST II	22	15-1	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Management Information System)
4	SUPERVISING ADMINISTRATIVE OFFICER	26	22-1	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Office of Student Affairs Services)
5	PSYCHOLOGIST I	29	11-1	27,000.00	Master's degree in Psychology	None required	None required	RA 10029 (Psychologist)		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Office of Student Affairs Services-Guidance Services Section)

6	GUIDANCE COUNSELOR I	30	11-1	27,000.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Office of Student Affairs Services-Guidance Services Section)
7	GUIDANCE COUNSELOR I	31	11-1	27,000.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Office of Student Affairs Services-Guidance Services Section)
8	GUIDANCE COUNSELOR I	32	11-1	27,000.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Office of Student Affairs Services-Student Services Section)
9	LIBRARIAN II	33	15-1	36,619.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (University Library and Multi-Media Center)
10	LIBRARIAN I	34	11-1	27,000.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (University Library and Multi-Media Center)
11	SUPERVISING ADMINISTRATIVE OFFICER	120	22-1	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Administrative Division)
12	ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)	124	14-1	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Purchasing and Supply Administration Office)
13	ADMINISTRATIVE OFFICER III	144	14-1	33,843.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Finance Division)

14	ACCOUNTANT II	148	16-1	39,672.00	Bachelors degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	PAMANTASAN NG LUNGSOD NG MUNTINLUPA (General Accounting Section Services)
15	LOCAL TREASURY OPERATIONS OFFICER II	150	15-1	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	PAMANTASAN NG LUNGSOD NG MUNTINLUPA (Treasury 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 October 2, 2024.

***"This Office recognizes Equal 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;
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:


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.