

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: October 11, 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	<b>ADMINISTRATIVE OFFICER V</b>	22	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		OFFICE OF THE CITY MAYOR (Anti-Graft Division-Prevention and Monitoring Section)
2	<b>ADMINISTRATIVE OFFICER IV</b>	25	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		OFFICE OF THE CITY MAYOR (Anti-Graft Division-Intelligence and Investigation Section)
3	<b>ADMINISTRATIVE ASSISTANT VI</b>	26	12-1	29,165.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional/ First Level Eligibility)		OFFICE OF THE CITY MAYOR (Anti-Graft Division-Intelligence and Investigation 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 26, 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](http://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](mailto:lgumunti.recruitment@gmail.com)

MANAGEMENT INFORMATION  
SYSTEMS OFFICE  
Received by \_\_\_\_\_  
Date 10/11 Time 4:41

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**