


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	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER I	62	11-1	27,000.00	Bachelor's Degree	None required	None required	Career Service(Professional) Second Level Eligibility		DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT (Training Division-Disaster Preparedness and Awareness Section)
2	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER I	65	11-1	27,000.00	Bachelor's Degree	None required	None required	Career Service(Professional) Second Level Eligibility		DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT (Training Division-Emergency Medical Services Section)
3	PLANNING OFFICER II	57	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		DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT (Research and Planning Division-Planning Section)
4	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER II	47	15-1	36,619.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service(Professional) Second Level Eligibility		DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT (Operations & Warning Division-Operations Section)
5	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER I	48	11-1	27,000.00	Bachelor's Degree	None required	None required	Career Service(Professional) Second Level Eligibility		DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT (Operations & Warning Division-Operations Section)

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

6	NURSING ATTENDANT II	24	6-1	17,553.00	Elementary School Graduate	None required	None required	None required (MC 11 ,s.96-Cat.III)	DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT (Operations & Warning Division-Operations Section)
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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 Opportuniy 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.