

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 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	SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV)	5	14-1	33,843.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat.I) First Level Eligibility		DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT (Administrative Division-Administrative 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 November 1, 2024.

***"This Office recognizes Equal Opportuniry 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

MANAGEMENT INFORMATION
SYSTEMS OFFICE
Received by Shene Argaw
Date 10/17/2024 Time 11:54 am

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

FOR POSTING

OCT 17 2024