


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>SUPERVISING ADMINISTRATIVE OFFICER</b>           | 03                 | 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 |                            | PUBLIC EMPLOYMENT SERVICE OFFICE<br>(Internal Management and Services Division (Administrative Division)) |
| 2   | <b>ADMINISTRATIVE AIDE I (UTILITY WORKER I (B))</b> | 07                 | 1-1                    | 13,000.00      | Must be able to read and write        | None required                 | None required                  | None required (MC 11 ,s.96-Cat.III)                   |                            | PUBLIC EMPLOYMENT SERVICE OFFICE<br>(Internal Management and Services Division (Administrative Division)) |

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.**