

As

Republic of the Philippines  
CGO MUNTINLUPA, NCR  
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

*Impartial*  
**ELIZABETH A. GAVIOLA**  
Acting Head, CHRMD

Date: July 29, 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 IV</b>	14	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		<b>URBAN POOR AFFAIRS OFFICE</b> (Administrative Division-Administrative Services Section)
2	<b>COMMUNITY DEVELOPMENT OFFICER III</b>	21	18-1	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		<b>URBAN POOR AFFAIRS OFFICE</b> (Community Development Division-Community Development Section)

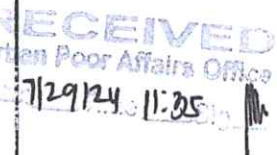
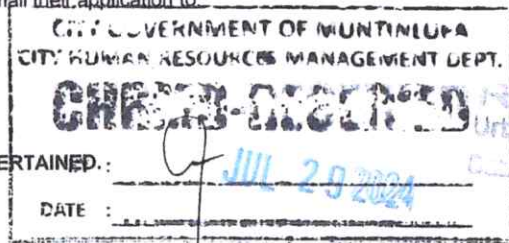
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 13, 2024**.

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.

The City Government of Muntinlupa highly encourages all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identity to apply for the above vacant positions.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

*Impartial*  
**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)



DATE/TIME: 29 JUL 2024  
SIGNATURE: *[Signature]* 1322  
MANAGEMENT INFORMATION SYSTEMS OFFICE  
Received by *Nhene Argaw*  
Date *7/29/2024* 10:39 AM

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.