


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

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:


Atty. GENESIM M. SANTIAGO
Acting Head, CHRMD

Date: January 15, 2025

| 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 | SUPERVISING ADMINISTRATIVE OFFICER (MANAGEMENT AND AUDIT ANALYST IV) | 10 | 22-1 | 74,836.00 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility | | CITY ACCOUNTING DEPARTMENT (Internal Control, Compliance and Monitoring 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 January 30, 2025.

***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:

Atty. GENESIM M. SANTIAGO
City Government Department Head II
City Hall, Main Building, National Road, Putatan, Muntinlupa City
lgumunti.recruitment@gmail.com

FOR POSTING

Atty 1/15/25

MANAGEMENT INFORMATION SYSTEMS OFFICE
Received by *As*
Date 1/15/25 Time 12:35

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.