

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. GENESI 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	ADMINISTRATIVE OFFICER V (RECORDS OFFICER III)	03-1	18-1	49,015.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		OFFICE OF THE CITY MAYOR - CENTRAL RECORDS OFFICE
2	ADMINISTRATIVE OFFICER V (RECORDS OFFICER III)	03-2	18-1	49,015.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		OFFICE OF THE CITY MAYOR - CENTRAL RECORDS OFFICE (File Management Section)
3	ADMINISTRATIVE OFFICER V (RECORDS OFFICER III)	06	18-1	49,015.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		OFFICE OF THE CITY MAYOR - CENTRAL RECORDS OFFICE (Mail Management Section)
4	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	09	7-1	19,365.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		OFFICE OF THE CITY MAYOR - CENTRAL RECORDS OFFICE (Mail Management 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 January 30, 2025.

***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;
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. GENESI M. SANTIAGO

City Government Department Head II

City Hall, Main Building, National Road, Putatan, Muntinlupa City

lgumunti.recruitment@gmail.com

lg 1/15/25 9:02pm

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.