

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: March 24, 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 (BUDGET OFFICER IV)	12-1	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 BUDGET AND MANAGEMENT DEPARTMENT (Operation Division III (GF))
2	ADMINISTRATIVE OFFICER V	10	18-1	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		CITY BUDGET AND MANAGEMENT DEPARTMENT (Operation Division II (SP) - Section 5-District 1)
3	ADMINISTRATIVE ASSISTANT IV	19	10-1	24,381.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility		CITY BUDGET AND MANAGEMENT DEPARTMENT (Operation Division I (SEF & Barangay)-Section 3-Sef)

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 April 8, 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

MANAGEMENT INFORMATION
SYSTEMS OFFICE
Received by Nhene Argawal
Date 3/24/2025 Time 9:17 Am

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.