

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: March 17, 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 ASSISTANT VI (COMPUTER OPERATOR III)	07	12-1	30,705.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat.I) First Level Eligibility		MANAGEMENT INFORMATION SYSTEM OFFICE (Police Department - MIS Unit)
2	INFORMATION TECHNOLOGY OFFICER II	07-1	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		MANAGEMENT INFORMATION SYSTEM OFFICE (Maintenance Research and Development Section System Maintenance/ Development)
3	INFORMATION SYSTEMS ANALYST III	08	19-1	53,873.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		MANAGEMENT INFORMATION SYSTEM OFFICE (Maintenance Research and Development Section System Maintenance/ Development)
4	COMPUTER PROGRAMMER III	09	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		MANAGEMENT INFORMATION SYSTEM OFFICE (Maintenance Research and Development Section System Maintenance/ Development)
5	INFORMATION TECHNOLOGY OFFICER I	14	19-1	53,873.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		MANAGEMENT INFORMATION SYSTEM OFFICE (Administrative/ Maintenance and Support Section)

MANAGEMENT INFORMATION SYSTEMS OFFICE

Received by Nhene Argana
Date 3/17/2025 Time 3:34 Pm

6	SENIOR ADMINISTRATIVE ASSISTANT I (DATA CONTROLLER IV)	18	13-1	32,870.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11,s.96-Cat.I) First Level Eligibility	MANAGEMENT INFORMATION SYSTEM OFFICE (Administrative/ Maintenance and Support Section)
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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 1, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.