

MANAGEMENT INFORMATION  
SYSTEMS OFFICE

Received by *Mhene Argana*  
Date *4/29/2025* Time *4:25:52 PM*

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:

*[Signature]*  
**Atty. GENESI M. SANTIAGO**  
Acting Head, CHRMD

Date: April 29, 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 I (RECORDS OFFICER I)	04	10-1	24,381.00	Bachelor's degree	None required	None required	Career Service(Professional)Second Level Eligibility		MUNTINLUPA CITY TECHNICAL INSTITUTE (Administrative Division)
2	INSTRUCTOR II	34	13-1	32,870.00	Bachelor's degree	National Certificate II (NC II)	None required	Career Service Professional or any eligibility appropriate for 2nd level position		MUNTINLUPA CITY TECHNICAL INSTITUTE (Training Division-8. Tourism)

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 May 14, 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](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.

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](mailto:lgumunti.recruitment@gmail.com)

*FOR POSTING*

*Atty. M.*

*4/29/25*

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.