

Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
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 City Government of Muntinlupa in the CSC website:

Atty. RODERICK B. TAGNIA
Acting Head – City Human Resources Management Department

Date: September 27, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1.	ACCOUNTANT IV	03	22-1	58,717.00	Bachelors degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		OFFICE OF THE CITY ACCOUNTANT
2.	ADMINISTRATIVE OFFICER V (MANAGEMENT AND AUDIT ANALYST III)	11	18-1	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service(Professional)Second Level Eligibility		OFFICE OF THE CITY ACCOUNTANT
3.	ARCHITECT IV	31	22-1	58,717.00	Bachelor's degree in Architecture	16 hours of relevant training	3 years of relevant experience	RA 1080		OFFICE OF THE CITY ENGINEER AND BUILDING OFFICIAL
4.	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	04	10-1	18,718.00	Bachelor's degree	None required	None required	Career Service(Professional)Second Level Eligibility		LAKE MANAGEMENT OFFICE
5.	SOCIAL WELFARE OFFICER III	16-02, 16-03	18-1	38,085.00	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)		SOCIAL SERVICES DEPARTMENT
6.	SUPERVISING ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER IV)	02	22-1	58,717.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		OFFICE OF THE CITY ADMINISTRATOR

Nothing Follows

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 October 19, 2018

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) 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; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Atty. RODERICK B. TAGNIA
Acting Head – City Human Resources Management Department
City Hall, Main Building, National Road, Putatan, Muntinlupa City
chrmd.recruitment@gmail.com

MANAGEMENT INFORMATION	
Received by:	<u>CHRISTINA</u>
Date:	<u>9/28/18</u>
Time:	<u>2:30 PM</u>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.