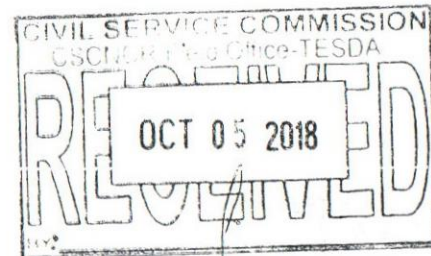


Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Request for Publication of Vacant Positions



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: October 05, 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.	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD II	02	24-1	73,299.00	College degree preferably in commerce, public administration, or law from a recognized college or university	None required	5 years experience in the treasury or accounting service	First grade civil service eligible or its equivalent		OFFICE OF THE CITY TREASURER

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 22, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

MANAGEMENT INFORMATION SYSTEMS OFFICE	
Received by:	<u>[Signature]</u>
Date:	<u>OCT 08 2018</u>
Time:	<u>8:28</u>