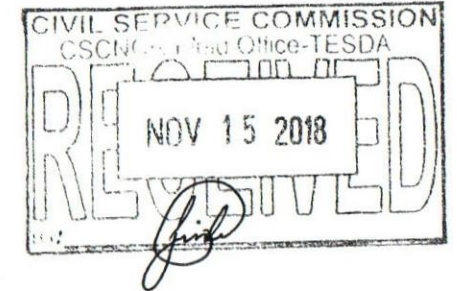


Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Request for Publication of Vacant Positions



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: November 15, 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.	SANITATION INSPECTOR III	64	11-1	20,179.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service(Subprofessional)First Level Eligibility		OFFICE OF THE CITY HEALTH OFFICER
2.	ENGINEER III	19-1	19-1	42,099.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		OFFICE OF THE CITY ENGINEER AND BUILDING OFFICIAL
3.	SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV)	12	14-1	26,494.00	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
4.	DRIVER III	06	8-1	16,282.00	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	Driver's License(MC 11, s.96-Cat.II)		LOCAL CIVIL REGISTRY OFFICE
5.	SUPERVISING ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER IV)	03	22-1	58,717.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		PUBLIC EMPLOYMENT SERVICE OFFICE
6.	SOCIAL WELFARE OFFICER IV	12, 15, 19	22-1	58,717.00	Bachelor's degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 (Social Worker)		SOCIAL SERVICES DEPARTMENT

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 December 03, 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

CHRMD
FOR POSTING

BY: oh
DATE: 11/14

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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CITY GOVERNMENT OF MUNTINLUPA
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Acting Head – City Human Resources Management Department
Date: November 15, 2018

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1.	PROJECT DEVELOPMENT OFFICER III	20	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		DRUG ABUSE AND PREVENTION OFFICE
Nothing Follows										

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City Hall, Main Building, National Road, Putatan, Muntinlupa City
chrmd.recruitment@gmail.com

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**CHRMD
FOR POSTING**
BY: *CB*
DATE: *11/14*