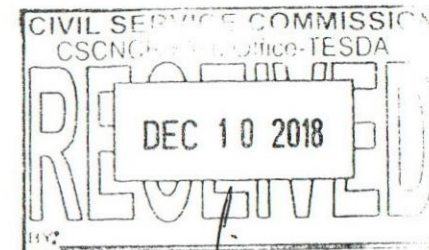


Republic of the Philippines
CGO MUNTINLUPA, NCR
Request for Publication of Vacant Positions



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

Date: December 07, 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.	SUPERVISING ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER IV)	24	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 TREASURER
Nothing Follows										

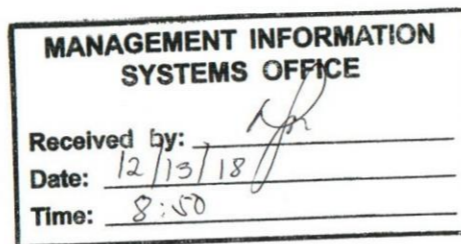
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 28, 2018

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.



**CHRMD
FOR POSTING**

BY: _____
DATE: DEC 13 2018

y_name	place_of_assignment	position_title	plantilla_item_no	salary_grade	annual_salary	eligibility	education	training	experience	competency	instructions	posting_date	closing_date
MUNTINLUPA, NCF OFFICE OF THE CITY SUPERVISING	24			22-1	58717	Career Se	Bachelor's	16 hours	3 years of relevant experie	<p>Interested and q		10-Dec-18	28-Dec-18

CHRMD
FOR POSTING
BY: *[Signature]*
DATE: DEC 13 2018