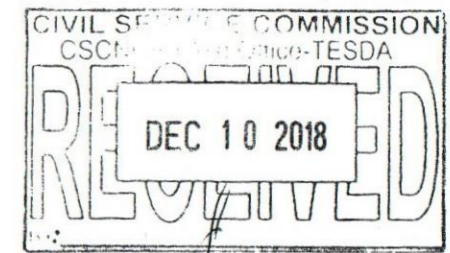


Republic of the Philippines
CGO MUNTINLUPA, NCR
Request for Publication of Vacant Positions



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 10, 2018

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.	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD II	02	24-1	83406	Bachelor's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) - Second Level Eligibility		DEPARTMENT OF INTERNAL AUDIT
2.	INTERNAL AUDITOR IV	10	22-1	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service(Professional)Second Level Eligibility		DEPARTMENT OF INTERNAL AUDIT
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 27, 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:	<i>[Signature]</i>
Date:	<u>12/13/18</u>
Time:	<u>8:50</u>

**CHRMD
FOR POSTING**

BY: *[Signature]*
DATE: DEC 13 2018

name	place_of_assignment	position_title	plantilla_item_no	salary_grade	annual_salary	eligibility	education	training	experience	competency	instructions	posting_date	closing_date
JNTINLUPA, NCF DEPARTMENT OF IN	CITY GOVERN	02		24-1	83406	Career Se	Bachelor's	24 hours	4 years in position/s invol	<p>Interested and q		10-Dec-18	27-Dec-18
JNTINLUPA, NCF DEPARTMENT OF IN	INTERNAL AU	10		22-1	65319	Career Se	Bachelor's	16 hours	3 years of relevant experi	<p>Interested and q		10-Dec-18	27-Dec-18

CHRMD
FOR POSTING

BY: *[Signature]*
DATE: DEC 13 2018