

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



Electronic copy to be submitted to the CSC FO must be in MS Excel format

COMMISSION (CSC)

Post the publication of the following vacant positions, which are authorized to be filled, at the CGO MUNTINLUPA, NCR in the CSC website:

*(Signature)*  
 Atty. Roderick B. Tagnia  
 City Government Department Head II  
 HRMO

Date: January 21, 2019

I	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
	01	26-1	107444	Bachelor's Degree holder from a recognized college or university	None required	at least five (5) years experience in civil registry work	First grade civil service eligible or its equivalent	LOCAL CIVIL REGISTRY OFFICE

Interested applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 6, 2019.

- Completed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  - Current performance rating in the last rating period (if applicable);
  - Copy of certificate of eligibility/rating/license; and
  - Copy of Transcript of Records.
- Applicants must be: a resident of Muntinlupa City and of good moral character.

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

Atty. RODERICK B. TAGNIA  
 City Government Department Head II  
 Main Building, National Road, Putatan, Muntinlupa City  
[chrmd.recruitment@gmail.com](mailto:chrmd.recruitment@gmail.com)

Applications WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**CHRMD FOR POSTING**  
 BY: *at*  
 DATE: 1/21/19

MANAGEMENT INFORMATION SYSTEMS OFFICE	
Received by: <i>(Signature)</i>	
Date: 01-21-19	
Time: 2:43 PM	