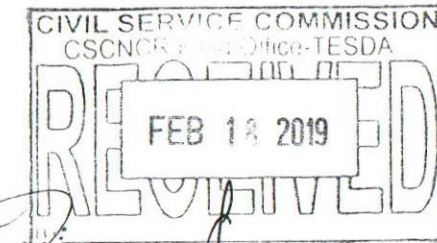


Republic of the Philippines  
**CGO MUNTINLUPA, NCR**  
Request for Publication of Vacant Positions



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*  
City Government Department Head/II  
HRMO

Date: February 18, 2019

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	ADMINISTRATIVE OFFICER V (ADMINISTRATIVE OFFICER III)	03	18-1	40637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		SOCIAL SERVICES DEPARTMENT
2										
3										
4										
5										
6										
7										
8										
9										
10										

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 March 8, 2019.

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](http://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  
City Government Department Head II  
City Hall, Main Building, National Road, Putatan, Muntinlupa City  
[chrmd.recruitment@gmail.com](mailto:chrmd.recruitment@gmail.com)

MANAGEMENT INFORMATION SYSTEMS OFFICE	
Received by:	<i>Mhene</i>
Date:	<i>2/19/19</i>
Time:	<i>1: 55 Pm</i>

**CHRMD  
FOR POSTING**

BY: *ceh*  
DATE: *2/19/19*

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.