

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: June 24, 2020

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 (MANAGEMENT AND AUDIT ANALYST III)	07	18-1	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	<u>Career Service (Professional) Second Level Eligibility</u>		OFFICE OF THE CITY ACCOUNTANT

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 July 09, 2020.

1. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** 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.
5. Certificate of Training

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

OSMUN - HRDD
6/24/2020
VEA CARLA R. LENDEZ, RPH
Lic. No. 0011198