

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 position(s), 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: July 8, 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 (INFORMATION OFFICER III)  | 03-02              | 18-1                   | 42159          | Bachelor's degree  | 8 hours of relevant training | 2 years of relevant experience   | Career Service(Professional)<br>Second Level Eligibility   |                            | PUBLIC INFORMATION OFFICE                            |
| 2   | SENIOR EDUCATION PROGRAM SPECIALIST                 | 10                 | 19-1                   | 46791          | Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's Degree relevant to the job | 8 hours of relevant training | 2 years experience in education research, development, implementation or other relevant experience | RA 1080 PBET; Teacher Career Service (Professional)<br>Appropriate Eligibility for Second Level Position |                            | COLEGIO DE MUNTINLUPA (Research & Extension Section) |
| 3   | EDUCATION PROGRAM SPECIALIST II                     | 11                 | 16-1                   | 35106          | Bachelor's degree in Education or its equivalent   | 4 hours of relevant training | 2 years experience in education research, development, implementation or other relevant experience | RA 1080 PBET; Teacher Career Service (Professional)<br>Appropriate Eligibility for Second Level Position |                            | COLEGIO DE MUNTINLUPA (Research & Extension Section) |

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 23, 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](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.
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](mailto:chrmd.recruitment@gmail.com)

MANAGEMENT INFORMATION  
SYSTEMS OFFICE  
Received by: *Mhane Argan*  
Date: **JUL 08 2020** Time: **11:02 Am**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.