

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) 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) 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) 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;
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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.