

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: December 29, 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	ASSOCIATE PROFESSOR II	58	20	52703	Master's Degree in the area of specialization + 9 units Doctorate	30 hours of relevant training	5 years of relevant experience + Very Satisfactory (VS) Performance Rating	RA 1080 for Courses Requiring Eligibility	N/A	Pamantasan ng Lungsod ng Muntinlupa (College of Arts and Sciences)

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 **January 8, 2021**.

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. One year of **Very Satisfactory** performance rating;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificate of Training; and
6. Other requirements: **(1) Research Output:** Community-based Action Research, Published Research; **(2) Community Extension Service:** Civic Welfare Service

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.

MANAGEMENT INFORMATION
SYSTEMS OFFICE

Received by *MVA*
Date **DEC 29 2020** Time *3:04pm*

**CHRMD
FOR POSTING**

BY: *EM*
DATE: *12/29/2020*