

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: January 08, 2021

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	INTERNAL AUDITOR III	04	18-1	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service(Professional) Second Level Eligibility		DEPARTMENT OF INTERNAL AUDIT (Management and Compliance Division-Management and Audit Section)
2	INTERNAL AUDITOR III	11	18-1	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service(Professional) Second Level Eligibility		DEPARTMENT OF INTERNAL AUDIT (Operations and Planning Division-Operations Audit Section)
3	ADMINISTRATIVE AIDE IV (DRIVER II)	20	4-1	13807	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.96-Cat.II)		DEPARTMENT OF INTERNAL AUDIT (Administrative Division-Logistics Section)
4	ADMINISTRATIVE ASSISTANT V (DATA CONTROLLER III)	29-1	11-1	22316	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11,s.96-Cat.I)First Level Eligibility		OFFICE OF THE CITY ACCOUNTANT (Electronic Data Processing 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 **January 25, 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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
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)

**CHRMD  
FOR POSTING**

BY: *a*  
DATE: *1/8/2021*

MANAGEMENT INFORMATION  
SYSTEMS OFFICE

Received by *Nhene Arman*  
Date *JAN 08 2021* me *10:10 Am*

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.