

ms

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:

MANAGEMENT INFORMATION  
SYSTEMS OFFICE  
Received by *Nhene Armasa*  
Date ~~JAN 08 2021~~ *10:10 Am*

*[Signature]*  
Atty. RODERICK B. TAGNIA  
City Government Department Head II  
HRMO

Date: January 08, 2021

**HIRING  
POSTING**

DATE: *1/8/2021*

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	COMMUNITY AFFAIRS OFFICER II	14	15-1	32053	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		DRUG ABUSE PREVENTION AND CONTROL OFFICE (Preventive Education and Information Division)
2	ADMINISTRATIVE OFFICER V (ADMINISTRATIVE OFFICER III)	20	18-1	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		BUSINESS PERMITS AND LICENSING OFFICE (Administrative Division - Personnel Section)
3	LICENSING OFFICER I	10-01	11-1	22316	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		BUSINESS PERMITS AND LICENSING OFFICE (Examination Division - Assessment Section)
4	ADMINISTRATIVE ASSISTANT II (CLERK IV)	11-03	8-1	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		BUSINESS PERMITS AND LICENSING OFFICE (Examination Division - Research Section)
5	LICENSE INSPECTOR II	05-03	8-1	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		BUSINESS PERMITS AND LICENSING OFFICE (Occupational Division - Inspection and Monitoring Section)
6	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	21	7-1	16458	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		BUSINESS PERMITS AND LICENSING OFFICE (Administrative Division - Personnel Section)
7	ADMINISTRATIVE AIDE IV (DRIVER II)	23	4-1	13807	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.96-Cat.II)		BUSINESS PERMITS AND LICENSING OFFICE (Administrative Division - General Services Section)

8	ADMINISTRATIVE AIDE III (UTILITY WORKER II (A))	24	3-1	13019	Must be able to read and write	None required	None required	None required(MC 11 ,s.96-Cat.III)	BUSINESS PERMITS AND LICENSING OFFICE (Administrative Division -General Services 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)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**CHRMD  
FOR POSTING**

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