

Republic of the Philippines
CGO MANDALUYONG, 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 MANDALUYONG, NCR in the CSC website:

FLORDELIZA DE LEON BONADOR

HRMO

Date: 13-Sep-21

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	Supervising Administrative Officer (HRMO IV)	8	22	68,415	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional or Second Level Eligibility	N/A	City Human Resource Mgt. Dept.

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 September 28, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Ms. Flordeliza DL. Bonador

City Government Department Head II

HRMD, 4F Executive Building, Maysilo

Circle, Mandaluyong City

lgumandaluyong_hrmd@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

