

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: 17-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	Local Legislaive Staff Officer IV	3	19	48313	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional or Second Level Eligibility	N/A	City Council Secretariat
2	Community Affairs Officer III	4	18	43681	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional or Second Level Eligibility	N/A	City Council Secretariat
3	Senior Administrative Assistant II (Computer Operator IV)	7-3	14	30799	Completion of two- year studies in college or High School Graduate	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Subprofessional Data Encoder (MC 11,s 96-Cat 1) First Level Eligibility	N/A	City Council Secretariat
4	Administrative Aide VI (Audio-Visual Aids Technician I)	12-1	6	16200	High School Graduate or Completion of relevant	None Required	None Required	Audio-Visual Equipment Operator/Technician (MC No.10, s.2013-Cat. II)	N/A	City Council Secretariat
5	Administrative Aide VI (Utility Foreman)	12-2	6	16200	Elementary School Graduate	None Required	None Required	None Required	N/A	City Council Secretariat
6	Administrative Aide IV (Reproduction Machine Operator II)	14-3	4	14400	Elementary School Graduate	None Required	None Required	None Required	N/A	City Council Secretariat

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 October 02, 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.