

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: 4-Aug-21

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla<br>Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards |   |   |  |                               | Place of<br>Assignment             |
|-----|---|-----------------------|---------------------------------|-------------------|-------------------------|---|---|--|-------------------------------|------------------------------------|
|     |   |                       |                                 |                   | Education               | Training                                | Experience                              | Eligibility                                    | Competency<br>(if applicable) |                                    |
| 1   | Administrative Officer V<br>(Records Officer III)         | 3                     | 18                              | 43681             | Bachelor's Degree       | Eight (8) hours of<br>relevant training | Two (2) years of relevant<br>experience | CS Professional or<br>Second Level Eligibility | N/A                           | City Administrator's<br>Department |

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 August 20, 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](http://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](mailto:lgumandaluyong_hrmd@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

