

Republic of the Philippines  
**CGO MANDALUYONG, NCR**  
Request for Publication of Vacant Positions

Date of Publication

SEP-17 2019

*[Signature]*  
CSC Makati I C

*[Signature]*

FLORDELIZA DE LEON BONADOR

HRMO

Date: 17-Sep-19

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:

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	City Government Department Head II (Treasurer)	1	26	107,444	College Degree preferably in Commerce, Public Administration or Law from a recognized college or university	32 hours of training in management and supervision	5 years experience in Treasury or Accounting Service	First grade or its equivalent	N/A	City Treasurer's Department
2	City Government Assistant Department Head II (Assistant Treasurer)	2	24	83,406	College Degree preferably in Commerce, Public Administration or Law from a recognized college or university	24 hours of training in management and supervision	5 years experience in Treasury or Accounting Service	First grade or its equivalent	N/A	City Treasurer's Department
3	Local Treasury Operations Officer IV	21	22	65,319	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility	N/A	City Treasurer's 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 October 3, 2019.

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.