

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: 14-Sep-20

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 (City Budget Officer)	1	26	107,444	College Degree preferably in Accounting,	None Required	Five (5) years experience in government budgeting or in any related field	First Grade Eligibility or its equivalent	N/A	City Budget Department
2	Local Legislaive Staff Officer IV	3	19	45,269	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
3	Community Affairs Officer III	15	18	40,637	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
4	Senior Administrative Assistant II (Computer Operator IV)	6-3	14	27,755	Completion of two- year studies in college or High	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Sub-professional or First Level Eligibility	N/A	City Council Secretariat
5	Administrative Aide VI (Audio Visual Aids Technician I)	16	6	14,847	High School Graduate with relevant	None Required	None Required	None Required	N/A	City Council Secretariat
6	Administrative Aide VI (Utility Foreman)	11	6	14,847	Elementary School Graduate	None Required	None Required	None Required	N/A	City Council Secretariat
7	Administrative Aide IV (Reproduction Machine Operator II)	13-3	4	13,214	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 September 29, 2020.

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.