

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of City Government of Mandaluyong in the CSC website:

HON. CARMELITA A. ABALOS

(Head of Agency)

Date: April 25, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Technologist V	#4	SG22	P58,717.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	16 hours of relevant training	3 years of relevant experience	RA 1080	N/A	City Health Department (Organic)
2	City Government Assitant Department Head II	#2	SG24	P73,299.00	Master's Degree or Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	5 years of supervisory/ management experience in treasury or accounting dervice	Civil Service Professional/ Second Level Eligibility	N/A	City Treasure's Department
3	Supervising Administrative Officer (Administrative Officer IV)	#3	SG22	P58,717.00	Bachelor's Degree relevant to the job	Bachelor's Degree	3 years of relevant experience	Civil Service Professional/ Second Level Eligibility	N/A	City General Services Department, Administrative Services Division

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 May 9, 2018.

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 present position for one (1) year (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 BONADOR- DE LEON

DEPARTMENT HEAD

4F HRMD, Executive Building, City Government Complex, Maysilo, Plainview Mandaluyong City

hrmd@mandaluyong.gov.ph

532-5001 local 526 or 533-9134

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.