

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: 3-Feb-22

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 Treasury Operations Officer IV	16	22	69963	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional /Second Level Eligibility	N/A	City Treasurer's Department
2	Supervising Manpower Development Officer	1	22	69963	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional /Second Level Eligibility	N/A	Mandaluyong Manpower and Technical Vocational Training Center
3	Administrative Aide II (Messenger)	10	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Social Welfare and Development Department
4	Supervising Administrative Officer (Budget Officer IV)	3	22	69963	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional /Second Level Eligibility	N/A	City Budget Department
5	Administrative Aide I (Utility Worker I)	10-9	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	City General Services Department
6	Administrative Aide II (Messenger)	18	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City General Services Department
7	Watchman III	16	7	17899	Elementary School Graduate	None Required	None Required	None Required	N/A	City Barangay Affairs and Community Services Department
8	Administrative Aide IV (Storekeeper I)	17	4	14993	Elementary School Graduate	None Required	None Required	None Required	N/A	City Barangay Affairs and Community Services Department
9	Public Services Officer II	15	15	35097	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional /Second Level Eligibility	N/A	City Barangay Affairs and Community Services Department

10	Administrative Aide III (Utility Worker II)	16-2	3	14125	Must be able to read and write	None Required	None Required	None Required	N/A	City Business Permits and Licensing Department
11	Process Server	31	5	15909	High School Graduate	None Required	None Required	None Required	N/A	City Human Resource Management Department
12	Administrative Assistant I (Bookbinder III)	29	7	17899	Elementary School Graduate	None Required	None Required	None Required	N/A	City Human Resource Management Department
13	Local Disaster Risk Reduction and Management Officer I	7	11	25439	Bachelor's Degree	None Required	None Required	CS Professional /Second Level Eligibility	N/A	Office of the City Mayor/Mandaluyong Disaster Risk Reduction and Mt. Ofc.
14	Engineer I	48	12	27608	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	N/A	City Engineering Department
15	Engineer I	49	12	27608	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	N/A	City Engineering Department
16	Administrative Aide IV (Storekeeper I)	5-2	4	14993	Elementary School Graduate	None Required	None Required	None Required	N/A	City Administrator's Department/Persons with Disabilities Affairs Division
17	Administrative Aide III (Utility Worker II)	19	3	14125	Must be able to read and write	None Required	None Required	None Required	N/A	City Traffic and Parking Management Department
18	Administrative Assistant IV (Bookbinder IV)	18	10	22190	Elementary School Graduate	Eight (8) hours of relevant training	Two (2) years of relevant experience	None Required	N/A	City Traffic and Parking Management Department
19	Administrative Aide II (Messenger)	19	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Civilian Affairs and Security Department
20	Metro Aide II	5-4	4	14993	Must be able to read and write	None Required	None Required	None Required	N/A	City Environmental Management Department
21	Administrative Assistant V (Data Entry Machine Operator III)	16	11	25439	Completion of two (2) years studies in College or High School Graduate with	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Sub-Professional/First Level Eligibility/Data Encoder (MC No. 6 s. 2010)	N/A	City Civil Registry Department
22	Administrative Assistant I (Computer Operator I)	4	7	17899	Completion of two (2) years studies in College or High School Graduate with	None Required	None Required	CS Sub-Professional/First Level Eligibility/Data Encoder (MC No. 6 s. 2010)	N/A	City Administrator's Department/Senior Citizens Affairs Division
23	Dentist III	3	20	55799	Doctor of Dental Medicine or Dental Surgery	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	City Health Department (Devolved)
24	Administrative Assistant II (Administrative Assistant)	33-1	8	18998	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub-Professional/First Level Eligibility	N/A	City Health Department (Organic)

25	Supervising Administrative Officer	8	22	69963	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional /Second Level Eligibility	N/A	Mandaluyong City Medical Center
26	Supervising Administrative Officer (Cashier IV)	11	22	69963	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional /Second Level Eligibility	N/A	City Treasurer's Department
27	Senior Tourism Operations Officer	9	18	45203	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional /Second Level Eligibility	N/A	City Cultural Affairs and Tourism Department
28	Administrative Aide III (Driver I)	10	3	14125	Elementary School Graduate	None Required	None Required	Driver's License (Professional) CSC MC No. 10, s. 2013-Cat. IV	N/A	City Cultural Affairs and Tourism Department
29	Musician	5-1	5	15909	High School Graduate	None Required	None Required	None Required	N/A	City Cultural Affairs and Tourism 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 February 18, 2022.

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.