

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: 09-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 | Information Technology Officer II | 2 | 22 | 69963 | Bachelor's Degree relevant to the job | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | CS Professional or Second Level Eligibility | N/A | City Information and Communication Technology Department |
| 2 | Administrative Assistant I (Bookbinder III) | 13 | 7 | 17899 | Elementary School Graduate | None Required | None Required | None Required | N/A | City Legal Department |
| 3 | Assessment Clerk III | 17 | 9 | 20402 | 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 Assessor's Department |
| 4 | Senior Administrative Assistant II (Computer Operator IV) | 21-1 | 14 | 32321 | Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | CS Sub- Professional/First Level Eligibility/Data Encoder (MC No. 6, s. 2010) | N/A | City Assessor's Department |
| 5 | Senior Administrative Assistant II (Computer Operator IV) | 21-2 | 14 | 32321 | Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | CS Sub- Professional/First Level Eligibility/Data Encoder (MC No. 6, s. 2010) | N/A | City Assessor's Department |
| 6 | Administrative Assistant IV (Bookbinder IV) | 12-1 | 10 | 22190 | Elementary School Graduate | Eight (8) hours of relevant training | Two (2) years of relevant experience | None Required | N/A | City Business Permit and Licensing Department |

| | | | | | | | | | | |
|----|--|------|----|-------|--|--------------------------------------|--------------------------------------|--|-----|---|
| 7 | Administrative Assistant IV (Bookbinder IV) | 12-2 | 10 | 22190 | Elementary School Graduate | Eight (8) hours of relevant training | Two (2) years of relevant experience | None Required | N/A | City Business Permit and Licensing Department |
| 8 | Administrative Assistant IV (Bookbinder IV) | 12-3 | 10 | 22190 | Elementary School Graduate | Eight (8) hours of relevant training | Two (2) years of relevant experience | None Required | N/A | City Business Permit and Licensing Department |
| 9 | Administrative Assistant I (Bookbinder III) | 13-1 | 7 | 17899 | Elementary School Graduate | None Required | None Required | None Required | N/A | City Business Permit and Licensing Department |
| 10 | Administrative Assistant I (Bookbinder III) | 13-2 | 7 | 17899 | Elementary School Graduate | None Required | None Required | None Required | N/A | City Business Permit and Licensing Department |
| 11 | Administrative Assistant I (Bookbinder III) | 13-3 | 7 | 17899 | Elementary School Graduate | None Required | None Required | None Required | N/A | City Business Permit and Licensing Department |
| 12 | Administrative Aide VI (License Inspector I) | 14-3 | 6 | 16877 | Completion of two (2) years studies in College | None Required | None Required | CS Sub-Professional/First Level Eligibility | N/A | City Business Permit and Licensing Department |
| 13 | Administrative Aide IV (Bookbinder II) | 15-1 | 4 | 14993 | Elementary School Graduate | None Required | None Required | None Required | N/A | City Business Permit and Licensing Department |
| 14 | Administrative Aide IV (Storekeeper I) | 15-2 | 4 | 14993 | Elementary School Graduate | None Required | None Required | None Required | N/A | City Business Permit and Licensing Department |
| 15 | Administrative Aide IV (Storekeeper I) | 15-3 | 4 | 14993 | Elementary School Graduate | None Required | None Required | None Required | N/A | City Business Permit and Licensing Department |
| 16 | Administrative Aide III (Utility Worker II) | 16-1 | 3 | 14125 | Must be able to read and write | None Required | None Required | None Required | N/A | City Business Permit and Licensing Department |
| 17 | Administrative Aide III (Utility Worker II) | 16-3 | 3 | 14125 | Must be able to read and write | None Required | None Required | None Required | N/A | City Business Permit and Licensing Department |
| 18 | Administrative Aide III (Driver I) | 9 | 3 | 14125 | Elementary School Graduate | None Required | None Required | Driver's License (Professional) CSC MC No. 10, s. 2013-Cat. IV | N/A | City Business Permit and Licensing 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 24, 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.