

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: 21-Feb-23

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 Assistant Department Head II	2	24	90,078	Bachelor's Degree	Twenty-four (24) hours of training in management and supervision	Four (4) years in position/s involving management and supervision	Career Service Professional /Second Level Eligibility	N/A	City Civil Registry Department
2	Local Disaster Risk Reduction and Management Officer III	2-2	18	46,725	Bachelor's Degree	8 hours of relevant training on DRRM	Two (2) years of relevant experience on DRRM	Career Service Professional/Second Level Eligibility	N/A	Office of the City Mayor/Mandaluyong Disaster Risk Reduction and Management Office

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 March 8, 2023.

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.