

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: 31-May-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 | City Government Department Head II (City Information Officer) | 1 | 26 | 113,891 | A holder of a college degree preferably in journalism, mass communication or any other related course from a recognized college or university | None Required | He must have experience in writing articles and research papers, or in writing for print, television or broadcast media for at least five (5) years immediately preceding the date of his appointment | First Grade Civil Service Eligibility or its equivalent | N/A | City Public Information Department |
| 2 | City Government Department Head II (City Civil Registrar) | 1 | 26 | 113,891 | A holder of a college degree from a recognized college or university | None Required | He must have acquired experience in civil registry work for at least five (5) years immediately preceding the date of his appointment | First Grade Civil Service Eligible or its equivalent | N/A | City Civil Registry Department |

| | | | | | | | | | | |
|---|--|-----|----|---------|-------------------|--|---|--|-----|---|
| 3 | City Government Department Head II | 1 | 26 | 113,891 | Bachelor's Degree | 32 hours of training in management and supervision | Five (5) years in position involving management and supervision | Career Service Professional/Second Level Eligibility | N/A | City Traffic and Parking Management Department |
| 4 | Housing and Homesite Regulation Officer V | 1 | 22 | 69,963 | Bachelor's Degree | 16 hours of relevant training | Three (3) years of relevant experience | Career Service Professional/Second Level Eligibility | N/A | Mandaluyong Housing and Development Department |
| 5 | Local Disaster Risk Reduction and Management Officer III | 2-2 | 18 | 45,203 | 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/Mandaluyon g Disaster Risk Reduction and Management Office |
| 6 | Administrative Officer III (Records Officer II) | 4 | 14 | 32,321 | Bachelor's Degree | 4 hours of relevant training | One (1) year of relevant experience | Career Service Professional/Second Level Eligibility | N/A | City Administrator's 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 June 15, 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

jgumandaluyong_hrmd@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.