

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: 20-Oct-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	Attorney IV	3-1	23	78455	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (Bar)	N/A	City Legal Department
2	Administrative Aide IV (Clerk II)	14	4	14993	Completion of two (2) years studies in College	None Required	None Required	CS Sub-Professional/First Level Eligibility	N/A	City Legal Department
3	Administrative Aide IV (Driver II)	9-2	4	14993	Elementary School Graduate	None Required	None Required	Driver's License (Professional) CSC MC No. 10, s. 2013-Cat. IV	N/A	City Legal Department
4	Administrative Aide IV (Bookbinder II)	9-1	4	14993	Elementary School Graduate	None Required	None Required	None Required	N/A	City Legal Department
5	Administrative Aide III (Laborer II)	10-5	3	14125	Must be able to read and write	None Required	None Required	None Required	N/A	City Traffic and Parking Management Department
6	Administrative Aide III (Laborer II)	10-4	3	14125	Must be able to read and write	None Required	None Required	None Required	N/A	City Traffic and Parking Management Department
7	City Government Department Head II	8	26	113891	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	Mandaluyong Housing and Development Department

8	Administrative Assistant V (Data Entry Machine Operator III)	27	11	25439	Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course	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 Human Resource Management Department
9	Administrative Aide IV (Bookbinder II)	32	4	14993	Elementary School Graduate	None Required	None Required	None Required	N/A	City Human Resource Management Department
10	Administrative Assistant I (Bookbinder III)	30-2	7	17899	Elementary School Graduate	None Required	None Required	None Required	N/A	City Human Resource Management Department
11	Administrative Aide III (Utility Worker II)	6	3	14125	Must be able to read and write	None Required	None Required	None Required	N/A	City Human Resource Management Department
12	Administrative Aide IV (Bookbinder II)	11	4	14993	Elementary School Graduate	None Required	None Required	None Required	N/A	City Human Resource Management Department
13	Administrative Aide II (Bookbinder I)	10-3	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Treasurer's Department
14	Administrative Aide II (Bookbinder I)	28-1	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Treasurer's Department
15	Administrative Aide II (Bookbinder I)	28-2	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Treasurer's Department
16	City Government Assistant Department Head II (Assistant City Treasurer)	2	24	88410	A holder of a college degree preferably in commerce, public administration or law from a recognized college or university	None Required	He must have acquired at least five (5) years experience in treasury or accounting	First Grade Civil Service Eligible or its equivalent	N/A	City Treasurer's Department
17	Administrative Aide I (Utility Worker I)	23-2	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	City Treasurer's Department
18	Administrative Aide II (Messenger)	9	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Administrator's Department

19	Administrative Aide II (Messenger)	3	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Administrator's Department/Cooperatives Development Division
20	Local Assessment Operations Officer IV	4	22	69963	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional or Second Level Eligibility	N/A	City Assessor's Department
21	Local Assessment Operations Officer II	16-1	15	35097	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional or Second Level Eligibility	N/A	City Assessor's Department
22	Assessment Clerk II	18-2	6	16877	Completion of two (2) years studies in College	None Required	None Required	CS Sub-Professional/First Level Eligibility	N/A	City Assessor's Department
23	Tax Mapping Aide	13-3	4	14993	High School Graduate or Completion of relevant vocational/trade	None Required	None Required	None Required	N/A	City Assessor's Department
24	Statistician IV	24	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 Assessor's Department
25	Administrative Aide V (Photographer I)	6	5	15909	High School Graduate or Completion of relevant vocational/trade	None Required	None Required	None Required	N/A	City Assessor's Department
26	Security Guard II	3	5	15909	High School Graduate	None Required	None Required	Security Guard License (CSC MC No. 11 s.96 as amended CSC No. 10 s. 2013 Cat.-IV)	N/A	City Civilian Affairs and Security Department
27	Security Guard II	12-1	5	15909	High School Graduate	None Required	None Required	Security Guard License (CSC MC No. 11 s.96 as amended CSC No. 10 s. 2013 Cat.-IV)	N/A	City Civilian Affairs and Security Department
28	Administrative Aide IV (Driver II)	4-3	4	14993	Elementary School Graduate	None Required	None Required	Driver's License (Professional) CSC MC No. 10, s. 2013-Cat. IV	N/A	City Civilian Affairs and Security Department
29	Administrative Aide III (Utility Worker II)	15-4	3	14125	Must be able to read and write	None Required	None Required	None Required	N/A	City Civilian Affairs and Security Department
30	Administrative Aide IV (Bookbinder II)	10	4	14993	Elementary School Graduate	None Required	None Required	None Required	N/A	City Budget Department
31	Administrative Aide III (Driver I)	11	3	14125	Elementary School Graduate	None Required	None Required	Driver's License (Professional) CSC MC No. 10, s. 2013-Cat. IV	N/A	City Budget Department

32	Administrative Aide II (Bookbinder I)	12-1	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Budget Department
33	Administrative Aide II (Messenger)	12-2	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Budget Department
34	Administrative Aide II (Messenger)	12-3	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	City Budget Department
35	Internal Auditor III	6	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 Internal Audit and Services Department
36	Administrative Aide III (Laborer II)	13-6	3	14125	Must be able to read and write	None Required	None Required	None Required	N/A	City Barangay Affairs and Community Services Dept
37	Day Care Worker I	9-1	6	16877	High School Graduate	None Required	None Required	None Required	N/A	City Social Welfare and Development 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 November 4, 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](http://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](mailto:lgumandaluyong_hrmd@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.