

Republic of the Philippines
CGO IMUS CITY LGU
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO IMUS CITY LGU in the CSC website:

MS. NAHNEY G. ALCE

Human Resource Management Officer V

Date: **November 22, 2018**

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|--------------------|------------------------|----------------|--------------------------------|---------------|---------------|--|----------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | ADMINISTRATIVE OFFICER II (Administrative Officer I) | 861 | 11 | 20179 | BACHELOR'S DEGREE | NONE REQUIRED | NONE REQUIRED | CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY | ----- | Imus Polytechnic Institute - Administrative/Library Services |
| 2 | ADMINISTRATIVE AIDE III (Driver I) | 862 | 3 | 11914 | ELEMENTARY SCHOOL GRADUATE | NONE REQUIRED | NONE REQUIRED | DRIVER LICENSE (MC 11, s. 96 - CAT. II) | ----- | Imus Polytechnic Institute - Administrative/Library Services |
| 3 | ADMINISTRATIVE AIDE III (Utility Worker II) | 863 | 3 | 11914 | MUST BE ABLE TO READ AND WRITE | NONE REQUIRED | NONE REQUIRED | NONE REQUIRED (MC 11, s. 96 - CAT. III) | ----- | Imus Polytechnic Institute - Administrative/Library Services |
| 4 | ADMINISTRATIVE AIDE III (Utility Worker II) | 864 | 3 | 11914 | MUST BE ABLE TO READ AND WRITE | NONE REQUIRED | NONE REQUIRED | NONE REQUIRED (MC 11, s. 96 - CAT. III) | ----- | Imus Polytechnic Institute - Administrative/Library Services |
| 5 | ADMINISTRATIVE AIDE III (Utility Worker II) | 865 | 3 | 11914 | MUST BE ABLE TO READ AND WRITE | NONE REQUIRED | NONE REQUIRED | NONE REQUIRED (MC 11, s. 96 - CAT. III) | ----- | Imus Polytechnic Institute - Administrative/Library Services |

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|---|---|-----|----|-------|--|-------------------------------|------------------------------|--|-------|--|
| 6 | ADMINISTRATIVE OFFICER II (Administrative Officer I) | 871 | 11 | 20179 | BACHELOR'S DEGREE | NONE REQUIRED | NONE REQUIRED | CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY | ----- | Imus Polytechnic Institute - Educational Research, Planning and Supervision Services |
| 7 | ADMINISTRATIVE ASSISTANT | 873 | 8 | 16282 | COMPLETION OF TWO YEARS STUDIES IN COLLEGE | 1 YEAR OF RELEVANT EXPERIENCE | 4 HOURS OF RELEVANT TRAINING | CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY | ----- | Imus Polytechnic Institute - Finance Services |
| 8 | ADMINISTRATIVE ASSISTANT II (Accounting Clerk III) | 874 | 8 | 16282 | COMPLETION OF TWO YEARS STUDIES IN COLLEGE | 1 YEAR OF RELEVANT EXPERIENCE | 4 HOURS OF RELEVANT TRAINING | CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY | ----- | Imus Polytechnic Institute - Administrative/Library Services |

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 May 20, 2019.

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 present position for one (1) year (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. Danica S. Santiagué

Human Resource Management Officer I

Department of Imus, F. Tirona St., Poblacion IV-B, City of Imus

themushrhub@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.