

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: **August 15, 2019**

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 ASSISTANT II (Clerk IV)	187	8	16758	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY	----	Office on Environment and Natural Resources
2	SECURITY GUARD I	262	3	12466	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE (MC 11, s. - CAT. II)	----	Office of the City Mayor - Economic Enterprises Management (A)
3	ADMINISTRATIVE AIDE I (Utility Worker I)	305	1	11068	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, s. 96 - Cat. III)	----	Office of the City Mayor - Economic Enterprises Management (C)
4	ADMINISTRATIVE OFFICER V (Records Officer III)	311	18	40637	BACHELOR'S DEGREE	2 YEARS OF RELEVANT EXPERIENCE	8 HOURS OF RELEVANT TRAINING	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	General Services Office
5	ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)	320	4	13214	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, s.96- CAT. III)	----	General Services Office

6	ADMINISTRATIVE AIDE II (Utility Worker II)	345	3	12466	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, s. 96 - Cat. III)	----	General Services Office
7	ADMINISTRATIVE AIDE I (Utility Worker I)	360	1	11068	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, s. 96 - Cat. III)	----	General Services Office
8	ADMINISTRATIVE AIDE I (Utility Worker I)	362	1	11068	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, s. 96 - Cat. III)	----	General Services Office
9	MECHANIC I	404	4	13214	HIGHSCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL /TRADE COURSE	NONE REQUIRED	NONE REQUIRED	MECHANIC (MC 11, s. 96 - Cat. I)	----	General Services Office
10	ADMINISTRATIVE AIDE I (Utility Worker I)	691	1	11068	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, s. 96 - Cat. III)	----	Treasury Office - Administrative Unit
11	LOCAL TREASURY OPERATIONS OFFICER IV	745	22	65319	BACHELOR'S DEGREE	3 YEARS OF RELEVANT EXPERIENCE	16 HOURS OF RELEVANT TRAINING	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	-----	Treasury Office - Business Tax Division
12	LOCAL TREASURY OPERATIONS OFFICER III	746	18	40637	BACHELOR'S DEGREE	2 YEARS OF RELEVANT EXPERIENCE	8 HOURS OF RELEVANT TRAINING	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Treasury Office - Business Tax Division
13	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	806	7	15254	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, s.96- CAT. III)	----	Office on Civil Registry - Administrative Unit

14	MIDWIFE II	931	11	20754	COMPLETION OF MIDWIFERY COURSE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	RA 1080	----	Office on Health Services
15	SOCIAL WELFARE OFFICER I	987	11	20754	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Office on Social Welfare and Development 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 September 02, 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. Nahney G. Alce
Human Resource Management Officer V
City Government of Imus, F. - Poblacion IV-B
theimushrhub@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

