

**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: **January 12, 2021**

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	MIDWIFE IV	905	15	33575	COMPLETION OF MIDWIFERY COURSE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	RA 1080 (MIDWIFE)	-----	Office on Health Services
2	CITY GOVERNMENT DEPARTMENT HEAD I (City Civil Registrar I)	801	25	98886	BACHELOR'S DEGREE	NONE	5 YEARS EXPERIENCE IN CIVIL REGISTRY WORK	FIRST GRADE OR ITS EQUIVALENT	-----	Office on Civil Registry
3	SENIOR ADMINISTRATIVE ASSISTANT I (Data Entry Machine Operator IV)	161	13	28276	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) DATA ENCODER (MC 11, s. 96 - CAT. I) FIRST LEVEL ELIGIBILITY	-----	Office of the City Mayor - Human Resource Management Unit

4	AGRICULTURIST II	1052	15	33575	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	-----	Office of the City Agriculturist
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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 January 28, 2021.

[www.csc.gov.ph](http://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**

HRMO V

City Government of Imus, F. Tirona St.,  
Poblacion IV-B, City of Imus, Cavite 4103

[theimushrhub@yahoo.com](mailto:theimushrhub@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**