

Republic of the Philippines  
**CGO IMUS CITY LGU**  
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 IMUS CITY LGU in the CSC website:

MS. NAHNEY G. ALCE

HRMO V

Date:

January 15, 2021

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	Engineer I	1140	12	26052	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	N/A	Ospital ng Imus
2	Accountant I	1145	12	26052	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Ospital ng Imus
3	Administrative Officer I (Cashier I)	1149	10	21205	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Ospital ng Imus
4	Administrative Officer I (Cashier I)	1151	10	21205	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Ospital ng Imus
5	Administrative Aide VI (Storekeeper II)	1165	6	16200	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Ospital ng Imus
6	Administrative Officer I (Records Officer I)	1187	10	21205	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Ospital ng Imus
7	Administrative Assistant II (Clerk IV)	1195	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Ospital ng Imus
8	Medical Officer III	1207	21	60901	Doctor of Medicine	None required	None required	RA 1080	N/A	Ospital ng Imus
9	Nurse I	1272	15	33575	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Ospital ng Imus
10	Nurse I	1279	15	33575	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Ospital ng Imus
11	Administrative Aide VI (Accounting Clerk II)	1156	6	16200	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Ospital ng Imus

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 31, 2021.

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:

**KIRK C. CAPARAS, RPm**  
\_\_\_\_\_  
HRMA I  
\_\_\_\_\_  
Pobla St. Poblacion IV-B, City of Imus /Ospital ng Imus, Pedro Reyes St., Mala  
\_\_\_\_\_  
[theimushrhub@yahoo.com](mailto:theimushrhub@yahoo.com)

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