

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:

HON. HOMER T. SAQUILAYAN

City Vice Mayor

Date: 15-Jul-25

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 AIDE II (Messenger)	374	2	14372	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 -Cat. III)	----	Office of the Sangguniang Panlungsod

Interested and qualified applicants should signify their interest in writing. Letter addressed to City Vice Mayor Homer T. Saquilayan with subject letter (Position applying for, Plantilla Item No. and Name of Office). Attach the following documents to the application letter and send to the address below not later than July 30, 2025.

- 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 last rating period (if applicable);
- 3. Photocopy of Certificate of Eligibility/ Board Rating /License(s); and
- 4. Photocopy of Transcript of Records (College Graduate) / Form 137 or Diploma (High School Graduate)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VAN CARLYNE F. ROCHA

Officer-in-Charge, OCHRMO/HRMO IV

Office of the City Human Resource

Management Officer, Imus City Government

Center, Malagasang I-G, City of Imus, Cavite

cityofimus.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.