

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. ALEX L. ADVINCULA

City Mayor

Date:

12-Jul-24

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	ADMNISTRATIVE OFFICER IV (Administrative Officer II)	407	15	36619	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	City Treasurer's Office
2	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	412	7	18620	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	City Treasurer's Office
3	ADMINISTRATIVE AIDE III (Driver I)	420	3	14678	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVER'S LICENSE (MC No. 10, s. 2013 - Cat IV)	----	City Treasurer's Office
4	ADMINISTRATIVE AIDE I (Utility Worker I)	424	1	13000	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	City Treasurer's Office

5	LOCAL REVENUE COLLECTION OFFICER II	432	15	36619	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL)S ECONO LEVEL ELIGIBILITY	----	City Treasurer's Office
6	REVENUE COLLECTION CLERK II	438	7	18620	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY	----	City Treasurer's Office
7	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	455	7	18620	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	City Treasurer's Office
8	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	456	7	18620	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	City Treasurer's Office
9	REVENUE COLLECTION CLERK I	477	5	16543	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY	----	City Treasurer's Office
10	ADMINISTRATIVE AIDE III (Driver I)	630	3	14678	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVER'S LICENSE (MC 10, s. 2013 - CAT. IV)	----	City General Services Office
11	ADMINISTRATIVE AIDE III (Driver I)	648	3	14678	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVER'S LICENSE (MC 10, s. 2013 - CAT. IV)	----	City General Services Office

12	SUPERVISING ADMINISTRATIVE OFFICER (Human Resource Management Officer IV)	715	22	71511	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Human Resource Management Office
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Interested and qualified applicants should signify their interest in writing. Letter addressed to City Mayor Alex L. Advincula 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 27, 2024.

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/rating/license; and
4. Photocopy of Transcript of Records.

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

MR. HERTITO V. MONZON
Officer-in-Charge, HRMO
Human Resource Management Office, Imus
City Government Center, Malagasang I-G, City
of Imus, Cavite 4103

cityofimus.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
