

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:

**27-Aug-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	TRAFFIC AIDE I	68	3	14678	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	OCM - City of Imus Traffic Management Unit
2	ADMINISTRATIVE OFFICER V (Administrative Officer III)	134	18	46725	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	OCM - City Extension Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	596	1	13000	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	City Legal Office
4	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	602	15	36619	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	City General Services 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 September 11, 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](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:

**MR. HERTITO V. MONZON**

Officer-in-Charge, HRMO  
3F Human Resource Management Office,  
Imus City Government Center, Malagasang I-  
G, City of Imus, Cavite 4103

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[cityofimus.recruitment@gmail.com](mailto:cityofimus.recruitment@gmail.com)

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

