

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:

14-Nov-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	YOUTH DEVELOPMENT OFFICER IV	98	22	74836	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Office of the City Mayor - Local Youth Development Office
2	ADMINISTRATIVE AIDE IV (Bookbinder II)	318	4	16209	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	Office of the City Mayor - Public Employment Services Office
3	ENGINEER III	336	19	53873	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 (Engineer)	----	Office of the City Mayor - Office of the Building Official
4	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	528	7	19365	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	Office of the City Accountant

5	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	717	15	38413	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Office of the City Human Resource Management Officer
6	ADMINISTRATIVE AIDE IV (Bookbinder II)	732	4	16209	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	Office of the City Human Resource Management Officer
7	ADMINISTRATIVE AIDE IV (Bookbinder II)	733	4	16209	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	Office of the City Human Resource Management Officer
8	NURSING ATTENDANT II	762	6	18255	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	Office of the City Disaster Risk Reduction and Management Officer
9	SOCIAL WELFARE OFFICER III	1170	18	49015	BACHELOR'S DEGREE IN SOCIAL WORK	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 (Social Worker)	----	Office of the City Social Welfare and Development Officer
10	SOCIAL WELFARE OFFICER II	1172	15	38413	BACHELOR'S DEGREE IN SOCIAL WORK	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080 (Social Worker)	----	Office of the City Social Welfare and Development Officer

11	SOCIAL WELFARE ASSISTANT	1182	8	20534	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY	----	Office of the City Social Welfare and Development Officer
12	DAY CARE WORKER I	1189	6	18255	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	Office of the City Social Welfare and Development Officer
13	DAY CARE WORKER I	1190	6	18255	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	Office of the City Social Welfare and Development Officer
14	ENGINEER I	1278	12	30705	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	RA 1080 (ENGINEER)	----	Office of the City Engineer
15	CITY GOVERNMENT DEPARTMENT HEAD I (City Cooperatives Development Officer)	1314	25	107208	BACHELOR'S DEGREE PREFERABLY IN COOPERATIVES, BUSINESS ADMINISTRATION WITH SPECIAL TRAINING IN COOPERATIVES OR ANY RELATED COURSE FROM A RECOGNIZED COLLEGE OR UNIVERSITY	NONE REQUIRED	5 YEARS OF EXPERIENCE IN COOPERATIVES ORGANIZATION AND MANAGEMENT	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Office of the City Cooperatives Development Officer

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 November 29, 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/ 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:

ENGR. GUIANA F. MONZON

Officer-in-Charge, HRMO/LDRRMO 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.

