

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	ENGINEER III	336	19	51357	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 (Engineer)	----	OCM - Office of the Building Official
7	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	717	15	36619	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Human Resource Management Office
8	ADMINISTRATIVE AIDE IV (Bookbinder II)	732	4	15586	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	Human Resource Management Office
9	NURSING ATTENDANT II	762	6	17553	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	City Disaster Risk Reduction and Management Office

10	SOCIAL WELFARE OFFICER III	1170	18	46725	BACHELOR'S DEGREE IN SOCIAL WORK	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 (Social Worker)	----	City Social Welfare and Development Office
11	SOCIAL WELFARE OFFICER II	1172	15	36619	BACHELOR'S DEGREE IN SOCIAL WORK	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080 (Social Worker)	----	City Social Welfare and Development Office
12	SOCIAL WELFARE ASSISTANT	1182	8	19744	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY	----	City Social Welfare and Development Office
13	DAY CARE WORKER I	1189	6	17553	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	City Social Welfare and Development Office

14	DAY CARE WORKER I	1190	6	17553	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	City Social Welfare and Development 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](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:

**ENGR. GUIANA F. MONZON**  
Officer-in-Charge, HRMO  
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.**

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