

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:

07-Feb-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 I	99	10	23176	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	OCM - Youth Affairs Office
2	CITY GOVERNMENT DEPARTMENT HEAD I (City Assessor)	480	25	102690	BACHELOR'S DEGREE PREFERABLY IN CIVIL OR MECHANICAL ENGINEERING, COMMERCE, OR ANY OTHER RELATED COURSE	NONE	5 YEARS EXPERIENCE IN REAL PROPERTY ASSESSMENT WORK OR IN ANY RELATED FIELD	RA 1080 (Real Estate Service)	----	City Assessor's Office
3	SUPERVISING ADMINISTRATIVE OFFICER (Administrative Officer IV)	599	22	71511	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	City General Services Office
4	ADMINISTRATIVE AIDE VI (Labor Foreman)	613	6	17553	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013-Cat. III)	----	City General Services Office

5	ADMINISTRATIVE AIDE IV (Driver II)	616	4	15586	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVER'S LICENSE (MC 10, s. 2013 - Cat. IV)	----	City General Services Office
6	ADMINISTRATIVE AIDE III (Utility Worker II)	635	3	14678	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013-Cat. III)	----	City General Services Office
7	NURSE I	754	15	36619	BACHELOR OF SCIENCE IN NURSING	NONE REQUIRED	NONE REQUIRED	RA 1080 (Nurse)	----	City Disaster Risk Reduction and Management Office
8	CITY GOVERNMENT DEPARTMENT HEAD I	1347	25	102690	BACHELOR'S DEGREE	32 HOURS OF TRAINING IN MANAGEMENT AND SUPERVISION	5 YEARS IN POSITION/S INVOLVING MANAGEMENT AND SUPERVISION	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Local Economic Development and Investment Promotions Office

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 No. and Name of Office). Attach the following documents to the application letter and send to the address below not later than February 22, 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:

**Ms. KATHRYN ANN C. PANTIG**  
Human Resource Management Officer II  
Human Resource Management Office, Imus  
City Government Center, Malagasang I-G, City  
of Imus, Cavite 4103  
[cityofimus.recruitment@gmail.com](mailto:cityofimus.recruitment@gmail.com)

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

