

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:

MS. ATHENA MARIE L. TOLENTINO

Acting City Government Department Head I, HRMO
Date: 27-Sep-22

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	ADMINISTRATIVE AIDE III (Driver I)	452	3	14125	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVER'S LICENSE (MC 10, s.2013 - CAT. IV)	----	General Services Office

2	ADMINISTRATIVE AIDE III (Driver I)	483	3	14125	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVER'S LICENSE (MC 10, s.2013 - CAT. IV)	----	General Services Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	490	1	12517	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	General Services Office
4	ADMINISTRATIVE AIDE I (Utility Worker I)	497	1	12517	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	General Services Office

5	ADMINISTRATIVE AIDE I (Utility Worker I)	499	1	12517	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	General Services Office
6	ADMINISTRATIVE AIDE I (Utility Worker I)	503	1	12517	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	General Services Office
7	ADMINISTRATIVE AIDE I (Utility Worker I)	505	1	12517	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	General Services Office

8	ADMINISTRATIVE AIDE I (Utility Worker I)	518	1	12517	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	General Services Office
9	ADMINISTRATIVE AIDE I (Utility Worker I)	528	1	12517	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 10, s. 2013 - CAT. III)	----	General Services Office
10	LOCAL ASSESSMENT OPERATIONS OFFICER I	1021	11	25439	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Assessor's Office

11	ASSESSMENT CLERK III	1024	9	20340	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		Assessor's Office
12	SOCIAL WELFARE OFFICER I	1287	11	25439	BACHELOR'S DEGREE IN SOCIAL WORK	NONE REQUIRED	NONE REQUIRED	RA 1080 (Social Worker)	----	Office on Social Welfare and Development Services
13	SOCIAL WELFARE OFFICER I	1288	11	25439	BACHELOR'S DEGREE IN SOCIAL WORK	NONE REQUIRED	NONE REQUIRED	RA 1080 (Social Worker)	----	Office on Social Welfare and Development Services

14	SOCIAL WELFARE OFFICER I	1292	11	25439	BACHELOR'S DEGREE IN SOCIAL WORK	NONE REQUIRED	NONE REQUIRED	RA 1080 (Social Worker)	----	Office on Social Welfare and Development Services
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Interested and qualified applicants should signify their interest in writing. Letter address to City Mayor Alex L. Advincula with subject letter (Position applying for, Plantilla Item No. and No. and Name of Office). Attach the following documents to the application letter and send to the address below not later than October 12, 2022.

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 present position for one (1) year (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. Athena Marie L. Tolentino

Acting City Government Department Head I
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.