

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: 09-Nov-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	SUPERVISING ADMINISTRATIVE OFFICER (Human Resource Management Officer IV)	185	22	69963	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Human Resource Management Office
2	SUPERVISING ADMINISTRATIVE OFFICER (Administrative Officer IV)	764	22	69963	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Office of the City Mayor - Gender and Development Unit

3	ENGINEER III	1124	19		BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080	----	Office of the Building Official
---	--------------	------	----	--	--	------------------------------	--------------------------------	---------	------	---------------------------------

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 24, 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/Diploma

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.