

**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: 08-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	SUPERVISING ADMINISTRATIVE OFFICER (Administrative Officer IV)	152	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 - Traffic Management Unit

2	ADMINISTRATIVE OFFICER II (Administrative Officer I)	225	11	25439	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Office on Environment and Natural Resources
3	ADMINISTRATIVE AIDE V (Audio Visual Equipment Operator II)	564	5	15909	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL /TRADE COURSE	NONE REQUIRED	NONE REQUIRED	AUDIO VISUAL EQUIPMENT OPERATOR (MC. 10 s. 2013 - CAT. II)	----	Office of the City Mayor - Sports Unit
4	ADMINISTRATIVE AIDE IV (Mechanic I)	596	4	14993	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRA DE COURSE	NONE REQUIRED	NONE REQUIRED	MECHANIC (MC 10, s. 2013 - CAT. II)	----	Office of the City Mayor - Special Services Education

5	LOCAL LEGISLATIVE STAFF OFFICER V	836	22	69963	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL (SECOND LEVEL ELIGIBILITY)	----	Office of the Sangguniang Panlungsod
6	ADMINISTRATIVE ASSISTANT I (Audio Visual Equipment Operator III)	841	7	17899	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL /TRADE COURSE	NONE REQUIRED	NONE REQUIRED	AUDIO VISUAL EQUIPMENT OPERATOR (MC. 10 s. 2013 - CAT. II	----	Office of the Sangguniang Panlungsod
7	ASSISTANT CITY TREASURER	918	23	78455	BACHELOR'S DEGREE PREFERABLY IN COMMERCE, PUBLIC ADMINISTRATION OR LAW	NONE REQUIRED but preferably with training in Local Government Finance and Local Taxation	5 YEARS EXPERIENCE IN THE TREASURY OR ACCOUNTING SERVICE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Treasury Office

8	REGISTRATION OFFICER II	1059	14	32321	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	Office on Civil Registry
9	AGRICULTURAL TECHNOLOGIST	1316	10	22190	BACHELOR'S DEGREE IN AGRICULTURE OR OTHER ALLIED COURSES SUCH AS AGRICULTURAL ENGINEERING, FISHERIES TECHNOLOGY AND VETERINARY MEDICINE	NONE REQUIRED	NONE REQUIRED	RELEVANT RA 1080	----	Office of the City Agriculturist

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 September 23, 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](http://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

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[cityofimus.recruitment@gmail.com](mailto:cityofimus.recruitment@gmail.com)

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

