

Republic of the Philippines
MANILA, NCR
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MANILA, NCR in the CSC website:

ATTY. GLORIA S. TIRADO
HRMO

Date: March 12, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	537	6	17,553.00	Completion of Two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Session Hall Custodian & Maintenance Section, Administrative Division
2	Administrative Aide IV	560	4	15,586.00	Completion of two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Supply and Property Section, Administrative Division
3	Administrative Aide IV	578	4	15,586.00	Completion of two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Records and Publication Section, Administrative Division
4	Local Legislative Staff Officer IV	599	19	51,357.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional); Second Level Eligibility		Legislative Evaluation and Drafting Section, Legislative Division
5	Administrative Aide IV	631	4	15,586.00	Completion of two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Transcription & Stenographic Section, Journal and Minutes Division
6	Administrative Aide IV	640	4	15,586.00	Completion of two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Drafting Section, Journal and Minutes Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 28, 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;
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:


ATTY. GLORIA S. TIRADO
Administrative Officer V

Rm. 484, Human Resource Mgt. Sec., Admin. Div., City Council of Manila
recruitmentmanilacitycouncil@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.