

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.

MANILA FIELD OFFICE

**RECEIVED**  
6-20-24

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. MARIBETH DC. SANCHEZ

HRMO

Date:

June 19, 2024

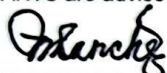
| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                              |               |               |   |                               | Place of Assignment   |
|-----|--|--------------------|---------------------------------|-------------------|--|---------------|---------------|---|-------------------------------|---|
|     |  |                    |                                 |                   | Education  | Training      | Experience    | Eligibility   | Competency<br>(if applicable) |   |
| 1   | Administrative<br>Aide I                                     | 612                | 1                               | 13,000.00         | Must be able to read<br>and write                    | None required | None required | None required<br>(MC 11, s. 96-Cat.III)                         |                               | Legislative Evaluation and<br>Drafting Section, Legislative<br>Division     |
| 2   | Administrative<br>Aide IV                                    | 528                | 4                               | 15,586.00         | Completion of two (2)<br>years studies in<br>College | None required | None required | Career Service<br>(Subprofessional); First<br>Level Eligibility |                               | Administrative Division   |
| 3   | Administrative<br>Aide IV                                    | 560                | 4                               | 15,586.00         | Completion of two (2)<br>years studies in<br>College | None required | None required | Career Service<br>(Subprofessional); First<br>Level Eligibility |                               | Supply and Property Section,<br>Administrative Division                     |
| 4   | Administrative<br>Aide IV                                    | 610                | 4                               | 15,586.00         | Completion of Two (2)<br>years studies in<br>College | None required | None required | Career Service<br>(Subprofessional); First<br>Level Eligibility |                               | Legislative Evaluation and<br>Drafting Section, Legislative<br>Division     |
| 5   | Administrative<br>Aide IV                                    | 631                | 4                               | 15,586.00         | Completion of Two (2)<br>years studies in<br>College | None required | None required | Career Service<br>(Subprofessional); First<br>Level Eligibility |                               | Transcription & Stenographic<br>Section, Journal and Minutes<br>Division    |
| 6   | Administrative<br>Aide IV                                    | 640                | 4                               | 15,586.00         | Completion of Two (2)<br>years studies in<br>College | None required | None required | Career Service<br>(Subprofessional); First<br>Level Eligibility |                               | Drafting Section, Journal and<br>Minutes Division                           |
| 7   | Administrative<br>Aide VI                                    | 544                | 6                               | 17,553.00         | Completion of two (2)<br>years studies in<br>College | None required | None required | Career Service<br>(Subprofessional); First<br>Level Eligibility |                               | Session Hall Custodian &<br>Maintenance Section,<br>Administrative Division |
| 8   | Local Legislative<br>Staff Officer II                        | 619                | 13                              | 31,320.00         | Bachelor's degree<br>relevant to the job             | None required | None required | Career Service<br>(Professional); Second<br>Level Eligibility   |                               | Transcription & Stenographic<br>Section, Journal and Minutes<br>Division    |

|   |                                     |     |    |           |                                       |                                     |                               |   |  |  |
|---|-------------------------------------|-----|----|-----------|---------------------------------------|-------------------------------------|-------------------------------|---|--|--|
| 9 | Local Legislative Staff Officer III | 586 | 16 | 39,672.00 | Bachelor's degree relevant to the job | Four (4) hours of relevant training | 1 year of relevant experience | Career Service (Professional); Second Level Eligibility |  | Legislative Research & Study Section, Legislative 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 July 04, 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:



ATTY. MARIBETH DC. SANCHEZ

OIC, Administrative Division

concurrent, HRM Section

Rm. 484, Human Resource Mgt. Sec., Admin. Div., City Council of Manila

[recruitmentmanilacitycouncil@gmail.com](mailto:recruitmentmanilacitycouncil@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.