

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

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be in MS Excel format

CIVIL SERVICE COMMISSION-NCR

MANILA FIELD OFFICE

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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:

BY RODEL A. MATIAS
ATTY. GLORIA S. TIRADO
HRMO

Date: December 20, 2023

| 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 | Local Legislative Staff Officer IV | 599 | 19 | 49,835.00 | Bachelor's Degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Second Level Eligibility | | Legislative Evaluation & Drafting Section, Legislative Division (Legal Division) |
| 2 | Local Legislative Staff Officer III | 618 | 16 | 38,150.00 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | | Transcription & Stenographic 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 January 06, 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.