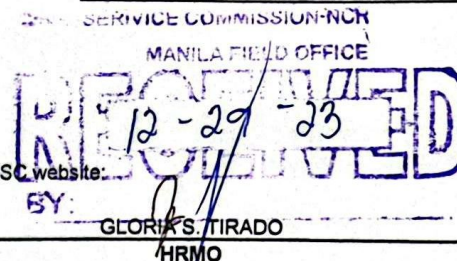


Republic of the Philippines
MANILA, NCR
Request for Publication of Vacant Positions

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:

Date: December 29, 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	Administrative Aide VI	517	6	16,877.00	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Agenda And Briefing Division
2	Administrative Assistant II	570	8	18,998.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Human Resource Management Section, Administrative Division
3	Administrative Assistant II	574	8	18,998.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Records and Publication Section, Administrative Division
4	Administrative Aide IV	559	4	14,993.00	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility		Supply and Property Section, Administrative Division
5	Administrative Aide IV	631	4	14,993.00	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility		Journal and Minutes Division, Transcription & Stenographic Section
6	Administrative Aide IV	640	4	14,993.00	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility		Journal and Minutes Division, Drafting Section

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 14, 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.
5. Work Experience Sheet

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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.