

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:

RECEIVED
10-31-2024
BY: *[Signature]*
ATTY. MARIBETH DC. SANCHEZ
HRMO

Date: October 31, 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 IV	528	4	16,209.00	Completion of two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Administrative Division
2	Administrative Aide IV	560	4	16,209.00	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	561	4	16,209.00	Completion of two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Supply And Property Section, Administrative Division
4	Administrative Aide IV	577	4	16,209.00	Completion of two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Records and Publication Section, Administrative Division
5	Local Legislative Staff Officer I	591	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Legislative Research & Study Section, Legislative Division
6	Administrative Aide IV	597	4	16,209.00	Completion of two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Legislative Research & Study Section, Legislative Division
7	Local Legislative Staff Officer I	623	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Transcription & Stenographic Section, Journal and Minutes Division
8	Administrative Aide IV	631	4	16,209.00	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

9	Administrative Aide IV	640	4	16,209.00	Completion of Two (2) years studies in College	None required	None required	Career Service (Subprofessional); First Level Eligibility		Drafting Section, Journal and Minutes Division
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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 November 15, 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. MARIBETH DC. SANCHEZ
OIC, Administrative Division
concurrent, HRM Section

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.