

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

MAY 16 2025

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the anticipated vacant position mentioned below, which is authorized to be filled, at the MANILA, NCR in the CSC website:

ATTY. MARIBETH DC. SANCHEZ  
HRMO

Date: May 16, 2025

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	Chief Administrative Officer (Anticipated Vacancy)	522	24	94,132.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional); Second Level Eligibility	Leadership Competencies: - Thinking Strategically and Creatively - Leading Change - Building Collaborative and Inclusive Working Relationships - Creating and Nurturing a High Performing Organization - Managing Performance and Coaching for Results	Administrative Division

The City Council of Manila adheres to the principles of Equal Employment Opportunity and shall not discriminate based on age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

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 **May 31, 2025**.

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.