


**Republic of the Philippines**  
**CITY GOVERNMENT OF IMUS**  
**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of the **CITY GOVERNMENT OF IMUS, CAVITE** in the CSC website:

  
**HON. EMMANUEL L. MALIKSI**  
City Mayor

Date: **July 03, 2018**

No.	POSITION TITLE	PLANTILLA ITEM No.	SALARY /JOB /PAY GRADE	ANNUAL SALARY (in Php)	QUALIFICATION STANDARDS					PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)	
1	ADMINISTRATIVE OFFICER IV (Administrative Officer II)	868	15	P 348,120.00	BACHELOR'S DEGREE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	City of Imus Polytechnic Institute - Educational Research, Planning and Supervision Services
2	ADMINISTRATIVE OFFICER II (Administrative Officer I)	871	11	P 242,148.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	----	City of Imus Polytechnic Institute - Educational Research, Planning and Supervision Services
3	ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	874	8	P 195,384.00	COMPLETION OF 2 YEARS STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY	----	City of Imus Polytechnic Institute - Finance Services

**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 September **15, 2018**.

1. Fully accomplish **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 present position for one (1) year (if applicable);
3. Photocopy of **Certificate of Eligibility /Rating /License**; and
4. Photocopy of **Transcript of Records (TOR)**.

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

**HON. EMMANUEL L. MALIKSI**  
City Mayor

thru: **Ms. Annielyn S. Genido**

Human Resource Management Unit, 4th Floor New City Hall Building,  
City Government of Imus, F. Tirona St., Poblacion IV-B, City of Imus, Cavite 4103

**\* APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**