

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

To: **CIVIL SERVICE COMMISSION (CSC) FIELD OFFICE**
Duty Free Philippines, Parañaque City

This is to request the publication of the following vacant positions of (City Government of Parañaque) in the CSC website:

Mayor EDWIN L. OLI'
(City Mayor II)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				
					Education	Experience	Training	Eligibility	Competency (if applicable)
1	Senior Administrative Assistant III (Private Secretary II)	7611 - 36	15	348,120.00	Completion of 2 years studies in college	None Required	None Required	None Required	
2	Administrative Assistant IV (Bookbinder IV)	7611 - 37-1 7611 - 37-2 7611 - 37-3	10	224,616.00	Elementary school graduate	2 years of relevant experience	8 hours of relevant training	None required (MC 11, s. 1996 - Cat. III)	
3	Administrative Assistant IV (Photographer III)	7611 - 38	10	224,616.00	High school graduate or completion of relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Photographer (MC 11, s. 1996 - Cat. - II)	
4	Administrative Assistant I (Bookbinder III)	7611 - 39-1 7611 - 39-2 7611 - 39-3	7	183,048.00	Elementary school graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	

5	Administrative Aide IV (Bookbinder II)	7611 - 40	4	152,088.00	Elementary school graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	
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6	Administrative Aide IV (Driver II)	7611 - 41	4	152,089.00	Elementary school graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)	
7	Administrative Aide III (Utility Worker II)	7611 - 42-1 7611 - 42-2 7611 - 42-3	3	142,068.00	Must be able to read and write	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	
8	Administrative Aide II (Bookbinder I)	7611 - 43	2	134,400.00	Elementary school graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	
9	Administrative Aide II (Messenger)	7611 - 44	2		Elementary school graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address than _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded
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.

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

REYNALDO C. LOON

OIC - Human Res. Mgt. Office

San Antonio Valley I, Barangay San Antonio, Sucat, Parañaque City

hrmopque@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

limited to the CSC PO
must be in MS Excel
format

VAREZ

Place of Assignment
Special Service Office
Special Service Office
Special Service Office
Special Service Office

Special Service Office

Special Service Office
Special Service Office
Special Service Office
Special Service Office

s below not later

at www.csc.gov.ph;