

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. OLIVAREZ
(City Mayor II)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer	7611 - 45	22	704,604.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant experience	Career Service (Professional) Second Level Eligibility		Special Service Office - Agricultural Fishery Ext. Services Division
2	Administrative Assistant IV (Bookbinder IV)	7611 - 46	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)		Special Service Office - Agricultural Fishery Ext. Services Division
3	Administrative Assistant I (Bookbinder III)	7611 - 47	7	183,048.00	Elementary school graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)		Special Service Office - Agricultural Fishery Ext. Services Division

4	Administrative Aide I (Utility Worker I)	7611 - 48	1	126,120.00	Must be able to read and write	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	Special Service Office - Agricultural Fishery Ext. Services 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 _____:

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 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.