

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	Administrative Assistant IV (Bookbinder IV)	1051 - 21-1 1051 - 21-2	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)		Office of the City Civil Registrar
2	Administrative Assistant I (Bookbinder III)	1051 - 22-1 1051 - 22-2	7	183,048.00	Elementary school graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)		Office of the City Civil Registrar
3	Administrative Aide III (Laborer II)	1051 - 23-1 1051 - 23-2	3	142,968.00	Must be able to read and write	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)		Office of the City Civil Registrar

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.