

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)	1032-30-1, 1032-30-2 & 1032-30-3	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)		Human resource Management Office (Administrative Division)
2	Administrative Assistant I (Bookbinder III)	1032-31	7	183,048.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)		Human resource Management Office (Administrative Division)
3	Administrative Assistant I (Computer Operator I)	1032-32	7	183,048.00	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	None required	None required	EDP SPECIALIST (COMPUTER PROGRAMMER)		Human resource Management Office (Administrative Division)
4	Administrative Aide IV (Driver II)	1032-33	4	152,088.00	Elementary school graduate	None required	None required	Professional Driver's License (MC 11, s. 1996 -		Human resource Management Office (Administrative Division)
5	Administrative Aide IV (Bookbinder II)	1032-18 & 1032-20	4	152,088.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)		Human resource Management Office (Personnel Transaction Division)

6	Administrative Aide IV (Driver II)	1032-35	4	152,088.00	Elementary school graduate	None required	None required	Professional Driver's License (MC 11, s. 1996 -	Human resource Management Office (Training & Personnel Development Division)
7	Administrative Aide IV (Bookbinder II)	1032-26	4	152,088.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Human resource Management Office (Training & Personnel Development Division)
8	Administrative Officer III (Records Officer II)	1032-36	14	317,928.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second	Human resource Management Office (Records Division)
9	Administrative Assistant I (Bookbinder III)	1032-37-1 & 1032-37-2	7	183,048.00	Elementary school graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)	Human resource Management Office (Records Division)

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.