

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	Senior Administrative Assistant III <b>(Private Secretary II)</b>	1121 - 17	15	348,120.00	Completion of 2 years studies in college	None Required	None Required	None Required		Public Information Office
2	Administrative Assistant IV <b>(Photographer III)</b>	1121 - 18	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)		Public Information Office
3	Administrative Assistant IV <b>(Bookbinder IV)</b>	1121 - 19-1 1121 - 19-2	10	224,616.00	Elementary school graduate	None Required	None Required	None required  (MC 11, s. 1996 - Cat. III)		Public Information Office

4	Administrative Aide II (Messenger)	1121 - 20-1 1121 - 20-2 1121 - 20-3 1121 - 20-4 1121 - 20-5 1121 - 20-6 1121 - 20-7 1121 - 20-8 1121 - 20-9 1121 - 20-10 1121 - 20-11 1121 - 20-12 1121 - 20-13 1121 - 20-14	2	134,400.00	Elementary school graduate	None Required	None Required	None required  (MC 11, s. 1996 - Cat. III)		Public Information Office
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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](http://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**  


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 OIC - Human Res. Mgt. Office  


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


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[hrmopque@yahoo.com.ph](mailto:hrmopque@yahoo.com.ph)  


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