

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 -49	22	704,604.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)  Second		Special Services Office - Library Services Division
2	Administrative Assistant IV (Bookbinder IV)	7611 - 50	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 Services Office - Library Services Division
3	Administrative Assistant I (Bookbinder III)	7611- 51-1 7611- 51-2	7	183,048.00	Elementary school graduate	None Required	None Required	None required  (MC 11, s. 1996 - Cat. III)		Special Services Office - Library Services Division
4	Administrative Aide IV (Bookbinder II)	7611 - 52-1 7611 - 52-2 7611 - 52-3	4	152,088.00	Elementary school graduate	None Required	None Required	None required  (MC 11, s. 1996 - Cat. III)		Special Services Office - Library Services Division

5	Administrative Aide IV ( <b>Driver II</b> )	<b>7611 - 53</b>	4	152,088.00	Elementary school graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)		Special Services Office - Library Services Division
6	Administrative Aide III ( <b>Utility Worker II</b> )	<b>7611 - 54</b>	3	142,968.00	Must be able to read and write	None Required	None Required	None required  (MC 11, s. 1996 - Cat. III)		Special Services Office - Library Services Division

7	Administrative Aide II (Library Aide)	7611 - 55-1 7611 - 55-2	2	134,400.00	Elementary school graduate	None Required	None Required	None required  (MC 11, s. 1996 - Cat. III)	Special Services Office - Library 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](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.**