

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	Training	Experience	Eligibility	Competency (if applicable)	
1	Computer Operator I	6511 - 17	7	183,048.00	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Local Housing Development Office <b>(Land Survey Division)</b>
2	Administrative Assistant I <b>(Bookbinder III)</b>	6511 - 18	7	183,048.00	Elementary school graduate	None Required	None Required	None Required (MC 11, s. 1996, Cat. - III)		Local Housing Development Office <b>(Land Survey Division)</b>
3	Administrative Assistant I <b>(Audio Visual Equipment Operator III)</b>	6511 - 13	7	183,048.00	High school graduate or completion of relevant vocational/trade course	None Required	None Required	Communication Equipment Operator (MC 11, s. 1996 - Cat. II)		Local Housing Development Office <b>(Land Management and Housing Development Division)</b>
4	Administrative Assistant I <b>(Reproduction Machine Operator III)</b>	6511 - 7	7	183,048.00	Elementary school graduate	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)		Local Housing Development Office <b>(Administrative Unit)</b>

5	Administrative Aide VI ( <b>Audio-Visual Aids Technician I</b> )	<b>6511 - 28</b>	6	172,080.00	High school graduate or completion of relevant vocational/trade course	None Required	None Required	Equipment Technician  (MC 11, s. 1996 - Cat. II)		Local Housing Development Office <b>(Socialized Housing and Development Division)</b>
6	Administrative Aide III ( <b>Utility Worker II</b> )	<b>6511 - 8-2</b>	3	142,968.00	Must be able to read and write	None Required	None Required	None required  (MC 11, s. 1996 - Cat. III)		Local Housing Development Office <b>(Administrative Unit)</b>

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**  
 \_\_\_\_\_  
 OIC - Human Res. Mgt. Office  
 \_\_\_\_\_  
 San Antonio Valley I, Barangay San  
 Antonio, Sucat, Parañaque City  
 \_\_\_\_\_  
[hrmopque@yahoo.com.ph](mailto:hrmopque@yahoo.com.ph)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**