Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines PROVINCIAL GOVERNMENT OF CAVITE Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Provincial Government of Cavite in the CSC website

RENATO A. ABUTAN
Provincial Administrator

Date: \Fe

Eebruary 6, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of
					Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
1	ADMINISTRATIVE AIDE III (SR.BOOKKEEPER)	CDH - 2	9	17,473	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Carsigma District Hospital
2	ADMINISTRATIVE ASSISTANT II (DATA CONTROLLER II)	COPS - 7	8	16,282	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Cavite Office of Public Safety
3	ADMINISTRATIVE AIDE III (DRIVER I)	DOSMH - 8	3	11,914	Elementary School Graduate	None Required	None Required	Professional Driver's License MC 10 s.2013 CAT IV		Dra. Ólivia Salamanca Memorial
4	NURSING ATTENDANT I	DOSMH - 55	4	12,674	Elementary School Graduate	None Required	None Required	MC 10 s.2013 CAT III		Dra. Olivia Salamanca Memorial
5	CONSTRUCTION & MAINTENANCE MAN	PEO - 143	2	11,200	Elementary School Graduate	None Required	None Required	MC 10 s.2013 CAT III		Office of the Provincial Engineer
6	ADMINISTRATIVE AIDE III (DRIVER I)	PEO - 295	3	11,914	Elementary School Graduate	None Required	None Required	Professional Driver's License MC 10 s.2013 CAT IV		Office of the Provincial Engineer
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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;
- 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 their application to:

ATTY. JESUS CRISPIN C. REMULLA

Provincial Governor

Provincial Capitol Building, Trece Martires City, Cavite

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.