

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:

ATTY. JESUS CRISPIN C. REMULLA

(Head of Agency)

Date: September 4, 2018

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	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	GSO-50	1	126120	Must be able to read & write	None required	None required	MC 10 s.2013 CAT III	n/a	GENERAL SERVICES OFFICE
2	CONSTRUCTION & MAINTENANCE MAN	PEO-155	2	134400	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Engineer
3	ADMINISTRATIVE AIDE VI (MECHANIC II)	PEO-283	6	172080	High School Graduate	None required	None required	MC 10 s.2013 CAT II	n/a	Office of the Provincial Engineer
4	ADMINISTRATIVE AIDE III (DRIVER I)	PEO-295	3	142968	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	n/a	Office of the Provincial Engineer
5	WATCHMAN I	PEO-307	2	134400	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Engineer
6	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)	KKH-11	8	195384	Completion of 2 yrs studies in College	4 hrs of rel. training	1 yr of rel. experience	1st Level	n/a	Kawit Kalayaan Hospital
7	LOCAL LEGISLATIVE STAFF ASSISTANT III	PS-97	10	224616	Completion of 2 yrs studies in College	8 hrs of rel. trainings	2 yrs of rel. experience	2nd level	n/a	Office of the Provincial Sanggunian
8	LOCAL TREASURY OPERATION OFFICER II	PTO-8	15	348120	Bachelor's degree	4 hrs of rel. training	1 yr of rel. exp.	2nd level	n/a	Office of the Provincial Treasurer

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 December 29, 2018.

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:

ATTY. JESUS CRISPIN C. REMULLA
Provincial Governor
Provincial Capitol Building, Trece Martires City, Cavite
hrmo@cavite.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.