

Republic of the Philippines
PGO CAVITE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PGO CAVITE in the CSC website:

LOURDES G. CAMERO
HRMO

Date: December 14, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	PROVINCIAL GOV'T DEPT HEAD (GENERAL SERVICES OFFICER)	GSO-1	26	92108	Bachelor's degree in Public Administration, Business Administration & Management	None	5 years experience in general services, including management of supply, property, solid waste disposal & general sanitation	First grade or its equivalent	GENERAL SERVICES OFFICE
2	LOCAL LEGISLATIVE STAFF OFFICER I	PS-33	11	20179	Bachelor's degree relevant to the job	None Required	None Required	2nd Level	OFFICE OF THE PROVINCIAL SANGGUNIAN
3	ADMINISTRATIVE AIDE VI (CLERK III)	PS-102	6	14340	Completion of 2 years studies in College	None Required	None Required	1st Level	OFFICE OF THE PROVINCIAL SANGGUNIAN
4	ADMINISTRATIVE AIDE III (CLERK I)	PG-54	3	11914	Completion of 2 years studies in College	None Required	None Required	1st Level	OFFICE OF THE PROVINCIAL GOVERNOR
5	ADMINISTRATIVE AIDE I (Utility Worker I)	GEAMH-58	1	10510	Must be able to read and write	None required	None required	MC 10,s.2013 Cat III	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
6	PLANNING OFFICER I	PAG-5	11	20179	Bachelor's degree relevant to the job	None Required	None Required	2nd Level	OFFICE OF THE PROVINCIAL AGRICULTURE
7	ADMINISTRATIVE AIDE IV (Clerk II)	PEO-10	4	12674	Completion of 2 years studies in College	None Required	None Required	1st Level	OFFICE OF THE PROVINCIAL ENGINEER
8	ATTORNEY I (LEGAL OFFICER I)	LSO-4	16	31765	Bachelor of Laws	None required	None required	RA 1080	OFFICE OF THE PROVINCIAL LEGAL

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and personally hand in 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 last rating period** (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
hrmo@cavite.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

