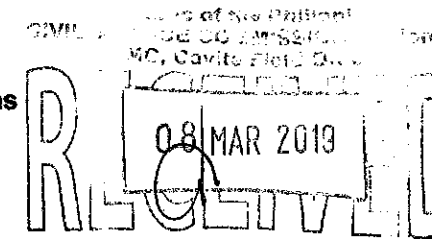


Republic of the Philippines  
PGO CAVITE  
Request for Publication of Vacant Positions



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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PGO CAVITE in the CSC website:

*Lourdes G. Camero*  
**LOURDES G. CAMERO**  
(HRMO)

Date: March 7, 2019

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	SUPERVISING ADMIN. OFFICER	GSO-77	22	65319	Bachelor's degree	16 hrs of rel. training	3 yrs of rel. experience	2nd Level	GENERAL SERVICES OFFICE
2	HEAVY EQUIPMENT OPERATOR I	PEO-212	4	13214	High Sch Grad/Completion of rel voc/trade course	None required	None required	MC 10 s.2013 CAT II	OFFICE OF THE PROVINCIAL ENGINEER
3	ADMINISTRATIVE ASST. V (Data Controller III)	PICTO-18	11	20754	Completion of 2 yrs studies in College	8 hours of relevant training	2 yrs of rel. experience	1st Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
4	TOURISM OPERATIONS OFFICER II	PTCAO-3	15	30531	Bachelor's degree rel to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
5	TOURISM OPERATIONS OFFICER II	PTCAO-6	15	30531	Bachelor's degree rel to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
6	TOURISM OPERATIONS OFFICER II	PTCAO-10	15	30531	Bachelor's degree rel to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
7	TOURISM OPERATIONS OFFICER I	PTCAO-4	11	20754	Bachelor's degree rel to the job	None required	None required	2nd Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
8	TOURISM OPERATIONS OFFICER I	PTCAO-11	11	20754	Bachelor's degree rel to the job	None required	None required	2nd Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
9	TOURIST RECEPTIONIST I	PTCAO-8	8	16758	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
10	TOURIST RECEPTIONIST I	PTCAO-9	8	16758	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
11	TOURIST RECEPTIONIST I	PTCAO-12	8	16758	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
12	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	PTCAO-14	15	30531	Bachelor's degree	4 hrs of rel. training	1 yr of rel. experience	2nd Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
13	PROVINCIAL GOV'T DEPT. HEAD	PDRRMO-1	26	107444	Bachelor's degree	32 hrs of training on mngt/supervision on DRRM	6 yrs mngt/supervision on DRRM	2nd Level	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
14	LOCAL DRRM ASSISTANT	PDRRMO-4	8	16758	Completion of 2 yrs studies in College	4 hrs of DRRM training	1 yr of Civil Defense/DRRM exp	1st Level	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
15	LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER III	PDRRMO-12	18	40637	Bachelor's degree relevant to the job	8 hrs of DRRM training	2 yrs of Civil Defense/DRRM exp	2nd Level	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
16	LOCAL DRRM ASSISTANT	PDRRMO-13	8	16758	Completion of 2 yrs studies in College	4 hrs of DRRM training	1 yr of Civil Defense/DRRM exp	1st Level	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
17	LOCAL DRRM ASSISTANT	PDRRMO-15	8	16758	Completion of 2 yrs studies in College	4 hrs of DRRM training	1 yr of Civil Defense/DRRM exp	1st Level	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
18	ADMINISTRATIVE AIDE III (DRIVER I)	PG-177	3	12466	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	OFFICE OF THE PROVINCIAL GOVERNOR
19	ADMINISTRATIVE AIDE III (DRIVER I)	PG-178	3	12466	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	OFFICE OF THE PROVINCIAL GOVERNOR
20	ADMINISTRATIVE AIDE III (DRIVER I)	PG-179	3	12466	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	OFFICE OF THE PROVINCIAL GOVERNOR

21	ADMINISTRATIVE AIDE III (DRIVER I)	PG-180	3	12466	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	OFFICE OF THE PROVINCIAL GOVERNOR
22	ADMINISTRATIVE AIDE III (DRIVER I)	PG-181	3	12466	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	OFFICE OF THE PROVINCIAL GOVERNOR

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, 2019.

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 **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 personally their application to:

ATTY. JESUS CRISPIN C. REMULLA  
Provincial Governor  
Provincial Capitol Building, Trece Martires City, Cavite  
[hrmo@cavite.gov.ph](mailto:hrmo@cavite.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**EEOP STATEMENT**

This office highly encourage all interested and qualified applicants, including physically challenged people, members of Indigenous Communities, and those from any Sexual Orientation and Gender Identities (SOGI).

