

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

CIVIL SERVICE COMMISSION
 Office of the Provincial Governor
 PGO, Cavite Field Office
 Cavite City, Cavite

RECEIVED
 24 JUN 2019

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:

[Signature]
LOURDES G. CAMERO
 (HRMO)

Date: June 21, 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	Competency (if applicable)	
1	ADMIN. ASSISTANT II (Admin. Asst.)	PS-23	8	16758	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel. experience	1st Level	n/a	OFFICE OF THE PROVINCIAL SANGGUNIANG
2	LOCAL LEGISLATIVE STAFF OFFICER I	PS-33	11	20754	Bachelor's degree relevant to the job	None Required	None Required	2nd Level	n/a	OFFICE OF THE PROVINCIAL SANGGUNIANG

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 July 5, 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;
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.

EEOP STATEMENT

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.