

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

OFFICE OF THE PROVINCIAL GOVERNOR  
PGO, Cavite Field Office  
Electronic copy to be submitted to the CSC FO must be in MS Excel format

**RECEIVED**  
20190807

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: August 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	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	PS-147	7	15738	Elementary School Graduate	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL SANGGUNIANG
2	WATCHMAN I	COPS-86	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY

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 August 21, 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.

**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:

JUANITO VICTOR C. REMULLA  
Provincial Governor  
Provincial Capitol Building, Trece Martires City, Cavite  
hrmo@cavite.gov.ph

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