

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

Republic of the Philippines
CIVIL SERVICE COMMISSION-Region IV
PGO, Cavite Field Office

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

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18 NOV 2019

Loures C. Camero
LOURDES C. CAMERO

(HRMO)

To: CIVIL SERVICE COMMISSION (CSC)

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

Date:

November 15, 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	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	ACCTG-13	4	13214	Completion of 2 years studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL ACCOUNTING
2	NURSING ATTENDANT I	CCMH-55	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	CAVITE CENTER FOR MENTAL HEALTH
3	SECURITY GUARD I	COPS-66	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
4	SECURITY GUARD I	COPS-98	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
5	SECURITY GUARD I	COPS-102	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
6	ADMINISTRATIVE AIDE III (Driver I)	DOSMH-8	3	12466	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	Dra. Olivia Salamanca Memorial Hospital
7	NURSING ATTENDANT I	DOSMH-55	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	Dra. Olivia Salamanca Memorial Hospital
8	NURSING ATTENDANT I	DOSMH-56	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	Dra. Olivia Salamanca Memorial Hospital
9	MEDICAL OFFICER III	GEAMH-108	21	57805	Doctor of Medicine	None required	None required	RA 1080	GEN. EMILIO AGUINALDO MEMORIAL HOSPITAL
10	NURSING ATTENDANT II	GEAMH-189	6	14847	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
11	NURSING ATTENDANT I	GEAMH-219	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
12	COOK I	GEAMH-241	3	12466	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
13	ADMIN. AIDE IV (Storekeeper I)	GSO-21	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	GENERAL SERVICES OFFICE
14	ADMIN. ASSISTANT II (Labor General Foreman)	GSO-23	8	16758	High School Graduate	4 hrs of rel. training	1 yr of rel exp	MC 11 s.96 CAT III	GENERAL SERVICES OFFICE
15	ADMIN. AIDE I (Utility Worker I)	GSO-49	1	11068	Must be able to read and write	None Required	None Required	MC 10 s.2013 CAT III	GENERAL SERVICES OFFICE
16	ADMINISTRATIVE OFFICER V (Admin Officer III)	PAG-7	18	40637	Bachelor's degree	8 hrs of rel training	2 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL AGRICULTURE
17	ADMINISTRATIVE AIDE IV (Mechanic I)	PAG-22	4	13214	High School Graduate	None required	None required	MC 10 s.2013 CAT II	OFFICE OF THE PROVINCIAL AGRICULTURE
18	ADMINISTRATIVE AIDE II (Bookbinder I)	PAS-22	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ASSESSOR
19	TAX MAPPING AIDE	PAS-29	4	13214	High School Grad/Completion of rel voc/trade course	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ASSESSOR
20	ADMINISTRATIVE OFFICER V (Budget Officer III)	PBO-7	18	40637	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL BUDGET
21	ADMINISTRATIVE OFFICER IV (ADMIN. OFF. II)	PENRO-16	15	30531	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL ENVIRONMENT & NATURAL RESOURCES
22	ADMINISTRATIVE AIDE IV (Clerk II)	PEO-9	4	13214	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL ENGINEER
23	ENGINEER IV	PEO-19	22	65319	Bachelor's degree in Engineering relevant to the job	16 hrs of rel training	3 yrs of rel exp	RA 1080	OFFICE OF THE PROVINCIAL ENGINEER

24	DRAFTSMAN I	PEO-30	6	14847	High School Grad or Completion of rel vocational/trade course	None required	None required	MC 10 s.2013 CAT II	OFFICE OF THE PROVINCIAL ENGINEER
25	CONSTRUCTION & MAINTENANCE MAN	PEO-91	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
26	CONSTRUCTION & MAINTENANCE MAN	PEO-100	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
27	CONSTRUCTION & MAINTENANCE MAN	PEO-124	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
28	CONSTRUCTION & MAINTENANCE MAN	PEO-128	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
29	ADMINISTRATIVE AIDE III (Driver I)	PEO-216	3	12466	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	OFFICE OF THE PROVINCIAL ENGINEER
30	ADMINISTRATIVE AIDE VI (Mechanic II)	PEO-250	6	14847	High School Graduate	None required	None required	MC 10 s.2013 CAT II	OFFICE OF THE PROVINCIAL ENGINEER
31	HEAVY EQUIPMENT OPERATOR I	PEO-289	4	13214	High School Grad/Completion of rel voc/trade course	None required	None required	Heavy Equipment Operator (MC 10 s.2013 CAT II)	OFFICE OF THE PROVINCIAL ENGINEER
32	ASSISTANT STATISTICIAN	PG-173	9	17975	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel exp	1st Level	Office of the Provincial Governor
33	LABOR & EMPLOYMENT ASSISTANT	PG-174	8	16758	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel exp	1st Level	Office of the Provincial Governor
34	MANPOWER DEVELOPMENT ASSISTANT	PG-175	8	16758	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel exp	1st Level	Office of the Provincial Governor
35	NURSING ATTENDANT I	PH-81	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL HEALTH
36	ADMINISTRATIVE OFFICER II (Information Officer I)	PIO-4	11	20754	Bachelor's degree	None required	None required	2nd Level	OFFICE OF THE PROVINCIAL INFORMATION
37	ADMINISTRATIVE AIDE III (Clerk I)	PIO-8	3	12466	Completion of 2 years studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL INFORMATION
38	ADMINISTRATIVE AIDE III (Clerk I)	PIO-9	3	12466	Completion of 2 years studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL INFORMATION
39	POPULATION PROGRAM WORKER I	PPO-21	5	14007	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL POPULATION
40	ADMINISTRATIVE AIDE III (Clerk I)	PS-119	3	12466	Completion of 2 years studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL SANGGUNIAN
41	SOCIAL WELFARE OFFICER III	PSWD-10	18	40637	Bachelor's degree in Social Work	8 hrs of rel training	2 yrs of rel exp	RA 1080	OFFICE OF THE PROVINCIAL SOCIAL WELFARE & DEVELOPMENT
42	ADMINISTRATIVE AIDE III (Illustrator I)	PT-13	3	12466	Completion of 2 yrs studies in College/High School w/ rel voc course	None required	None required	Illustrator (MC 10, s.2013-Cat.II)	OFFICE OF THE PROVINCIAL TREASURER
43	LOCAL TREASURY OPERATION OFFICER II	PT-42	15	30531	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL TREASURER
44	ADMINISTRATIVE AIDE VI (Audio-Visual Aide Technician I)	VG-13	6	14847	High School Grad/Completion of rel voc/trade course	None required	None required	MC 10 s.2013 CAT II	OFFICE OF THE VICE 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 November 30, 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:

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.