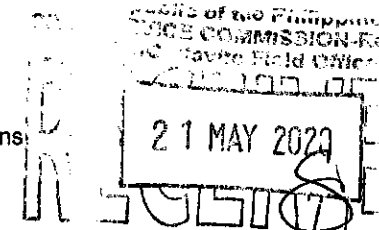


Republic of the Philippines  
**PGO CAVITE**  
Request for Publication of Vacant Positions



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

To: CIVIL SERVICE COMMISSION (CSC)

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: March 13, 2020

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 OFFICER II	PG-172	11	20754	Bachelor's degree	None required	None required	2nd Level	n/a	Office of the Provincial Governor
2	ADMINISTRATIVE AIDE II	PG-183	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Governor
3	ADMINISTRATIVE AIDE II (BOOKBINDER I)	PG-184	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Governor
4	ADMINISTRATIVE AIDE II (BOOKBINDER I)	PG-185	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Governor
5	ADMINISTRATIVE AIDE I	PG-186	1	11068	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Governor

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 March 27, 2020.

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 their application to:

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

**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).

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