

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

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

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:

Republic of the Philippines
CIVIL SERVICE COMMISSION-Region IV
Cavite Field Office
RECEIVED
16 OCT 2020
LOURDES G. CAMERO

HRMO

Date: October 15, 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	PROV'L. GOV'T. ASST. DEPT. HEAD	PTO-2	24	85074	Holder of college degree preferably in Commerce, Public Administration or Law, from a recognized college or university	None	5 years work experience in treasury or accounting service	Second grade civil service eligible or its equivalent	n/a	OFFICE OF THE PROVINCIAL TREASURER
2	PROV'L. GOV'T. ASST. DEPT. HEAD	PTO-3	24	85074	Holder of college degree preferably in Commerce, Public Administration or Law, from a recognized college or university	None	5 years work experience in treasury or accounting service	Second grade civil service eligible or its equivalent	n/a	OFFICE OF THE PROVINCIAL TREASURER

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 October 30, 2020.

1. 2 copies of 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. 2 copies Performance rating in the last rating period (if applicable);
3. 2 copies Photocopy of certificate of eligibility/rating/license; and
4. 2 copies 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.