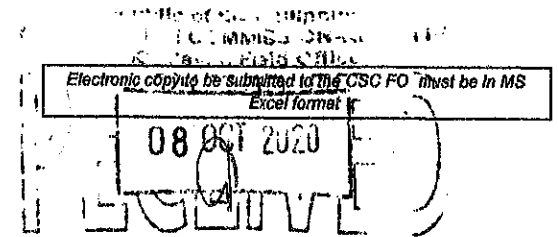


Republic of the Philippines
PGO CAVITE
Request for Publication of Vacant Positions



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:

[Signature]
LOURDES G. CAMERO
HRMO

Date: September 23, 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 ASSISTANT II (Human Resource Mgt. Asst.)	PG-76	8	17505	Completion of 2 years studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
2	PRISON GUARD I	PG-124	5	14641	Completion of 2 years studies in College	None required	None required	1st Level	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 October 8, 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;
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.