

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

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19 NOV 2020

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: November 10, 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	
1	ADMINISTRATIVE AIDE VI (Clerk III)	PS-103	6	15524	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL SANGGUNIAN
2	ADMINISTRATIVE AIDE III (Clerk I)	ACCTG-24	3	13019	Completion of 2 years studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL ACCOUNTING AND INTERNAL AUDIT SERVICES
3	ADMINISTRATIVE OFFICER III (Records Officer II)	PAG-12	14	29277	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL AGRICULTURE
4	ADMINISTRATIVE AIDE VI (Clerk III)	PAG-14	6	15524	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL AGRICULTURE
5	AGRICULTURIST II	PAG-39	15	32053	Bachelor's degree in Agri/Agricultural Engr/Fisheries Technology/Veterinary Med	4 hrs of rel training	1 yr of rel exp	Relevant RA 1080	OFFICE OF THE PROVINCIAL AGRICULTURE
6	PLANNING OFFICER III	PPDO-3	18	42159	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL PLANNING AND DEVELOPMENT
7	PLANNING OFFICER I	PPDO-5	11	22316	Bachelor's degree relevant to the job	None Required	None Required	2nd Level	OFFICE OF THE PROVINCIAL PLANNING AND DEVELOPMENT
8	STATISTICIAN AIDE	PPDO-14	4	13807	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL PLANNING AND DEVELOPMENT
9	PROJECT DEVELOPMENT OFFICER II	PPDO-19	15	32053	Bachelor's degree relevant to the job	4 hrs of rel. training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL PLANNING AND DEVELOPMENT
10	PROJECT DEVELOPMENT OFFICER I	PPDO-21	11	22316	Bachelor's degree relevant to the job	None Required	None Required	2nd Level	OFFICE OF THE PROVINCIAL PLANNING AND DEVELOPMENT
11	COMPUTER PROGRAMMER III	PICTO-9	18	42159	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
12	COMPUTER MAINTENANCE TECHNOLOGIST III	PICTO-24	17	38464	Bachelor's degree relevant to the job	4 hrs of rel. training	1 yr of rel exp	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
13	COMPUTER MAINTENANCE TECHNOLOGIST II	PICTO-25	15	32053	Bachelor's degree relevant to the job	4 hrs of rel. training	1 yr of rel exp	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
14	COMPUTER MAINTENANCE TECHNOLOGIST I	PICTO-27	11	22316	Bachelor's degree relevant to the job	None Required	None Required	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
15	POPULATION PROGRAM WORKER I	PPO-27	5	14641	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL POPULATION
16	ADMIN. OFFICER III (Supply Officer II)	PTO-11	14	29277	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL TREASURER
17	LOCAL REVENUE COLLECTION OFFICER II	PTO-18	15	32053	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL TREASURER
18	ENGINEERING ASSISTANT	PEO-27	8	17505	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1ST Level	OFFICE OF THE PROVINCIAL ENGINEER
19	ENGINEER II	PEO-44	16	35106	Bachelor's degree in Engineering relevant to the job	4 hrs of rel training	1 yr of rel exp	RA 1080	OFFICE OF THE PROVINCIAL ENGINEER
20	CONST. & MAINT. GEN. FOREMAN	PEO-48	11	22316	High School Graduate	8 hrs of rel training	2 yrs of rel exp	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
21	CONSTRUCTION & MAINTENANCE MAN	PEO-98	2	12267	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
22	CONSTRUCTION & MAINTENANCE MAN	PEO-123	2	12267	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
23	CONSTRUCTION & MAINTENANCE MAN	PEO-142	2	12267	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
24	CONSTRUCTION & MAINTENANCE MAN	PEO-162	2	12267	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
25	ADMINISTRATIVE AIDE III (Driver I)	PEO-248	3	13019	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	OFFICE OF THE PROVINCIAL ENGINEER
26	ADMIN. AIDE I (Crafts & Trades Helper)	PEO-285	1	11551	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER

27	ADMINISTRATIVE AIDE IV (Clerk II)	GTMH-11	4	13807	Completion of 2 yrs studies in College	None required	None required	1st Level	GEN. TRIAS MEDICARE HOSPITAL
28	NURSE I	CCMH-25	15	32053	Bachelor of Science in Nursing	None required	None required	RA 1080	CAVITE CENTER FOR MENTAL HEALTH
29	NURSE I	CCMH-38	15	32053	Bachelor of Science in Nursing	None required	None required	RA 1080	CAVITE CENTER FOR MENTAL HEALTH
30	NUTRITIONIST-DIETICIAN II	CCMH-43	15	32053	Bachelor 's degree major in Nutrition, Dietetics or Community Nutrition	4 hrs of rel training	1 yr of rel exp	RA 1080	CAVITE CENTER FOR MENTAL HEALTH
31	NURSING ATTENDANT I	CCMH-52	4	13807	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	CAVITE CENTER FOR MENTAL HEALTH
32	ADMINISTRATIVE AIDE III (Utility Worker II)	CCMH-68	3	13019	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	CAVITE CENTER FOR MENTAL HEALTH
33	COOK II	CCMH-72	5	14641	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	CAVITE CENTER FOR MENTAL HEALTH

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 November 25, 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](http://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](mailto: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.**

