

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:

*M. M. Satsatin*  
MARIA FE M. SATSATIN  
OIC-HRMO

Date: February 2, 2022

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                    |                              |                               |  | Place of Assignment |                                   |
|-----|--|-----------------------|---------------------------------|-------------------|--|------------------------------|-------------------------------|--|---------------------|-----------------------------------|
|     |  |                       |                                 |                   | Education                                  | Training                     | Experience                    | Eligibility                            |                     | Competency<br>(if applicable)     |
| 1   | ADMIN ASSISTANT (ACCOUNTING CLERK III)                       | 1558                  | 8                               | 18,251            | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | None required (MS 10, a, 2013 - Gen E) | N/A                 | OFFICE OF THE PROVINCIAL ENGINEER |
| 2   | ADMIN ASSISTANT (CRAFTS & TRADED HELPER)                     | 1837                  | 1                               | 12,034            | Must be able to read and write             | None required                | None required                 | None required (MS 10, a, 2013 - Gen E) | N/A                 | OFFICE OF THE PROVINCIAL ENGINEER |
| 3   |  |                       |                                 |                   |  |                              |                               |  |                     |                                   |
| 4   |  |                       |                                 |                   |  |                              |                               |  |                     |                                   |
| 5   |  |                       |                                 |                   |  |                              |                               |  |                     |                                   |
| 6   |  |                       |                                 |                   |  |                              |                               |  |                     |                                   |
| 7   |  |                       |                                 |                   |  |                              |                               |  |                     |                                   |
| 8   |  |                       |                                 |                   |  |                              |                               |  |                     |                                   |
| 9   |  |                       |                                 |                   |  |                              |                               |  |                     |                                   |
| 10  |  |                       |                                 |                   |  |                              |                               |  |                     |                                   |

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 February 17, 2022.

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  
cavite\_prov\_hrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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).

CIVIL SERVICE COMMISSION - ROIV  
PGO-CAVITE TMC, CAVITE  
**RECEIVED**  
FEB 02 2022  
RO4-TMC-APPT-2021  
TIME: \_\_\_\_\_  
BY: \_\_\_\_\_

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**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:

*Maria Fe M. Satsatin*  
MARIA FE M. SATSATIN  
OIC-HRMO

Date: February 2, 2022

| No. | Position Title<br>(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 AIDE IV (CLERK II)                      | 1507               | 4                      | 14,400         | Completion of two years studies in College | None required | None required | None required (Administrative Personnel) | N/A                        | Office of the Provincial Governor, Trece Martires City, Cavite |
| 2   |  |                    |                        |                |  |               |               |  |                            |  |
| 3   |  |                    |                        |                |  |               |               |  |                            |  |
| 4   |  |                    |                        |                |  |               |               |  |                            |  |
| 5   |  |                    |                        |                |  |               |               |  |                            |  |
| 6   |  |                    |                        |                |  |               |               |  |                            |  |
| 7   |  |                    |                        |                |  |               |               |  |                            |  |
| 8   |  |                    |                        |                |  |               |               |  |                            |  |
| 9   |  |                    |                        |                |  |               |               |  |                            |  |
| 10  |  |                    |                        |                |  |               |               |  |                            |  |

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