

CS Form No. 9
Revised 2018

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

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

CIVIL SERVICE COMMISSION - ROIV
RECEIVED
JAN 26 2022
RO4-TMC-APPT-2021
TIME: 4

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
OIC-HRMO

Date: January 27, 2022

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 AIDE IV (BOOKBINDER II)	31	4	14,400	Elementary School Graduate	None required	None required	None required (MTC 10, s. 2013 CAT II)	N/A	Office of the Provincial Governor
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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 11, 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;
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

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.