

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:

in Jan 9a
MARIA FE M. ISATSATIN
OIC:HRMO

Date: January 31, 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 VI (STENOGRAPHER II)	258	6	16,200	Completion of two years studies in college	None required	None required	Cover Service (Administrative) First Level Eligibility	N/A	OFFICE OF THE PROVINCIAL SANGGUNIANG
2	ADMINISTRATIVE AIDE V (STENOGRAPHER I)	256	6	16,200	High School Graduate or Equivalent	None required	None required	None required (MC 10, s. 2013 - Cat II)	N/A	OFFICE OF THE PROVINCIAL SANGGUNIANG
3	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	338	3	13,572	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat III)	N/A	OFFICE OF THE PROVINCIAL SANGGUNIANG
4										
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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 15, 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:

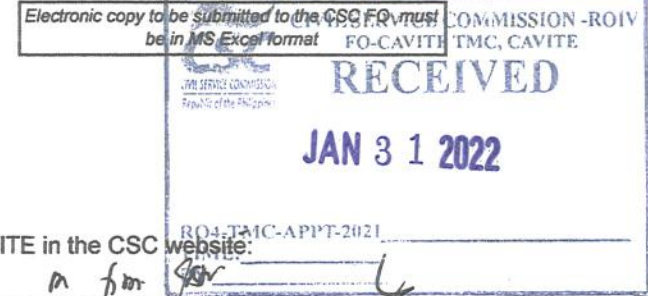
JUANITO VICTOR C. REMULLA
Provincial Governor
Trece Martires City, Cavite
cavite_prov_hrmo@yahoo.com

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.

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1	PLANNING OFFICER II	1866	15	33,575	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE PROVINCIAL AGRICULTURE
2										
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