

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:

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

Date: March 2, 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 II (Utility Worker II)	338	3	14,125	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 SANGGUNIAN
2	Administrative Aide VI (Audio-Visual Aide, Technician I)	256	6	16,877	High School Graduate or Completion of equivalent education	None required	None required	Audio-Visual Aide Technician (MC 10 s 2013 - Cat II)	N/A	OFFICE OF THE PROVINCIAL SANGGUNIAN
3	Local Legislative Staff Officer II	361	13	29,798	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE PROVINCIAL SANGGUNIAN
4	Local Legislative Staff Officer II	243	13	29,798	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE PROVINCIAL SANGGUNIAN
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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 March 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](mailto: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.**