

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 FE M. SATSATIN  
OIC-HRMO

Date:

July 22, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE AIDE IV (Bookbinder II)	198	4	14,993	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat II)	N/A	OFFICE OF THE PROVINCIAL VICE GOVERNOR
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 6, 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 or send through courier/email their application to:

**JUANITO VICTOR C. REMULLA**

Provincial Governor

Trece Martires City, Cavite

[cavite\\_prov\\_hrmo@yahoo.com](mailto: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).

