

Republic of the Philippines  
PROVINCIAL GOVERNMENT OF CAVITE  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Provincial Government of Cavite in the CSC website:

  
RENATO A. ABUTAN  
Provincial Administrator

Date: January 31, 2018

No.	Position Title	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 (MECHANIC I)	PAG - 22	4	12,674	High School Graduate	None Required	None Required	MC 10 s.2013 CAT II		Office of the Provincial Agriculture
2	ASSESSMENT CLERK I	PAS - 46	4	12,674	Completion of 2 years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Office of the Provincial Assessor
3	ADMINISTRATIVE AIDE III (SR.BOOKKEEPER)	CDH - 2	9	17,473	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Carsigma District Hospital
4	WATCHMAN I	COPS - 92	2	11,200	Elementary School Graduate	None Required	None Required	MC 10 s.2013 CAT III		Cavite Office of Public Safety
5	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	DOSMH - 63	3	11,914	Must be able to read and write	None Required	None Required	MC 10 s.2013 CAT III		Dra. Olivia Salamanca Memorial Hospital
6	CONSTRUCTION & MAINTENANCE MAN	PEO - 69	2	11,200	Elementary School Graduate	None Required	None Required	MC 10 s.2013 CAT III		Office of the Provincial Engineer
7	CONSTRUCTION & MAINTENANCE MAN	PEO - 121	2	11,200	Elementary School Graduate	None Required	None Required	MC 10 s.2013 CAT III		Office of the Provincial Engineer
8	CONSTRUCTION & MAINTENANCE MAN	PEO - 124	2	11,200	Elementary School Graduate	None Required	None Required	MC 10 s.2013 CAT III		Office of the Provincial Engineer

9	CONSTRUCTION & MAINTENANCE MAN	PEO - 155	2	11,200	Elementary School Graduate	None Required	None Required	MC 10 s.2013 CAT III		Office of the Provincial Engineer
10	ADMINISTRATIVE AIDE VI (MECHANIC II)	PEO - 283	6	14,340	High School Graduate	None Required	None Required	MC 10 s.2013 CAT II		Office of the Provincial Engineer
11	ADMINISTRATIVE AIDE III (DRIVER I)	PEO - 295	3	11,914	Elementary School Graduate	None Required	None Required	Professional Driver's License MC 10 s.2013 CAT IV		Office of the Provincial Engineer
12	WATCHMAN I	PEO - 307	2	11,200	Elementary School Graduate	None Required	None Required	MC 10 s.2013 CAT III		Office of the Provincial Engineer
13	ADMINISTRATIVE OFFICER IV	PICTO - 4	15	29,010	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Provincial Information and Communication Technology Office
14	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)	KKH - 11	8	16,282	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Kawit Kalayaan Hospital
15	LOCAL LEGISLATIVE STAFF ASSISTANT III	SP - 97	10	18,718	Completion of 2 years studies in College	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		Office of the Provincial Sanggunian

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 \_\_\_\_\_.

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 present position for one (1) year (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:

**ATTY. JESUS CRISPIN C. REMULLA**

Provincial Governor

Provincial Capitol Building, Trece Martires City, Cavite

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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