

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:

ATTY. JESUS CRISPIN C. REMULLA

(Head of Agency)

Date: August 16, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE IV (Comm. Equipment Operator I)	PG-46	4	152,088	Completion of 2 yrs studies in College/HS Grad w/ rel. voc/trade course	None required	None required	MC 10,s.2013 Cat II	n/a	Office of the Provincial Governor
2	PRISON GUARD I	PG-129	5	161,772	Completion of 2 years studies in College	None required	None required	1st Level	n/a	Office of the Provincial Governor
3	ADMIN. AIDE I (Utility Worker I)	GSO-50	1	126,120	Must be able to read and write	None required	None required	MC 10,s.2013 Cat III	n/a	General Services Office
4	DRAFTSMAN II	PEO-31	8	195,384	Completion of 2 yrs studies in College/HS Grad w/ rel. voc/trade course	8 hrs of rel. trainings	1 yr of rel. experience	MC 10,s.2013 Cat II	n/a	Office of the Provincial Engineer
5	ADMINISTRATIVE ASSISTANT II (Clerk IV)	PEO-274	8	195,384	Completion of 2 years studies in College	None required	None required	1st Level	n/a	Office of the Provincial Engineer
6	ADMINISTRATIVE AIDE IV (Mechanic I)	PAG-22	4	152,088	High School Graduate	None required	None required	MC 10 s.2013 CAT II	n/a	Office of the Provincial Agriculture
7	ASSESSMENT CLERK I	PAS-46	4	152,088	Completion of 2 years studies in College	None required	None required	1st Level	n/a	Office of the Provincial Assessor
8	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	DOSMH-63	3	142,968	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	n/a	Dra. Olivia Salamanca Memorial Hospital

9	CONSTRUCTION & MAINTENANCE MAN	PEO-69	2	134,400	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Engineer
10	CONSTRUCTION & MAINTENANCE MAN	PEO-121	2	134,400	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Engineer
11	CONSTRUCTION & MAINTENANCE MAN	PEO-124	2	134,400	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Engineer
12	ADMINISTRATIVE OFFICER V	PTO-10	18	457,020	Bachelor's Degree	8 hrs of rel. trainings	2 yrs of rel. experience	2nd Level	n/a	Office of the Provincial Treasurer
13	ADMINISTRATIVE AIDE VI (DISBURSING OFFICER I)	PTO-25	6	172,080	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel. experience	1st Level	n/a	Office of the Provincial Treasurer
14	ADMINISTRATIVE ASSISTANT II (DATA CONTROLLER II)	COPS-7	8	195,384	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel. experience	1st Level	n/a	Cavite Office of Public Safety
15	ADMINISTRATIVE AIDE III (DRIVER I)	DOSMH-8	3	142,968	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	n/a	Dra. Olivia Salamanca Memorial Hospital
16	NURSING ATTENDANT I	DOSMH-55	4	152,088	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Dra. Olivia Salamanca Memorial Hospital
17	CONSTRUCTION & MAINTENANCE MAN	PEO-143	2	134,400	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	Office of the Provincial Engineer
18	ADMINISTRATIVE AIDE III (DRIVER I)	PEO-295	3	142,968	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	n/a	Office of the Provincial Engineer
19	ADMINISTRATIVE ASSISTANT III (SR.BOOKKEEPER)	CDH-2	9	209,676	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel. experience	1st Level	n/a	Carsigma District Hospital
20	ADMINISTRATIVE AIDE III (CLERK I)	KPFH-5	3	142,968	Completion of 2 years studies in College	None required	None required	1st Level	n/a	Korea-Philippines Friendship Hospital
21	MEDICAL SPECIALIST IV	KPFH-14	25	989,268	Doctor of Medicine	4 hrs of rel. training	1 yr of rel. experience	RA 1080	n/a	Korea-Philippines Friendship Hospital
22	NURSE II	KPFH-11	15	348,120	Bachelor of Science in Nursing	4 hrs of rel. training	1 yr of rel. experience	RA 1080	n/a	Korea-Philippines Friendship Hospital

23	MEDICAL OFFICER III	KPFH-37	21	630,648	Doctor of Medicine	None required	None required	RA 1080	n/a	Korea-Philippines Friendship Hospital
24	ADMINISTRATIVE OFFICER II	PG-172	11	242,148	Bachelor's degree	None required	None required	2nd Level	n/a	Office of the Provincial Governor
25	ASSISTANT STATISTICIAN	PG-173	9	209,676	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel. experience	1st Level	n/a	Office of the Provincial Governor
26	LABOR & EMPLOYMENT ASSISTANT	PG-174	8	195,384	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel. experience	1st Level	n/a	Office of the Provincial Governor
27	MANPOWER DEVELOPMENT ASSISTANT	PG-175	8	195,384	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel. experience	1st Level	n/a	Office of the Provincial Governor
28	LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER IV	PDRRMO-1	22	704,604	Bachelor's degree relevant to the job	16 hrs of DRRM training	3 yrs of Civil Defense/DRRM exp	2nd Level	n/a	Local Disaster Risk Reduction & Mngmt Office
29	LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER III	PDRRMO-3	18	457,020	Bachelor's degree relevant to the job	8 hrs of DRRM training	2 yrs of Civil Defense/DRRM exp	2nd Level	n/a	Local Disaster Risk Reduction & Mngmt Office
30	LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER III	PDRRMO-4	18	457,020	Bachelor's degree relevant to the job	8 hrs of DRRM training	2 yrs of Civil Defense/DRRM exp	2nd Level	n/a	Local Disaster Risk Reduction & Mngmt Office

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 December 29, 2018.

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 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 or send through courier/email their application to:

ATTY. JESUS CRISPIN C. REMULLA
Provincial Governor
Provincial Capitol Building, Trece Martires City, Cavite
hrmo@cavite.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.