

Republic of the Philippines
PGO CAVITE
Request for Publication of Vacant Positions

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22 FEB 2019

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PGO CAVITE in the CSC website:

LOURDES G. CAMERO
(HRMO)

Date: February 21, 2019

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 IV (Accounting Clerk I)	ACCTG-13	4	13214	Completion of 2 years studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL ACCOUNTING
2	NURSE I	CCMH-23	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080	n/a	CAVITE CENTER FOR MENTAL HEALTH
3	NURSING ATTENDANT I	CCMH-55	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	CAVITE CENTER FOR MENTAL HEALTH
4	ADMIN. AIDE I (Utility Worker I)	GEAMH-52	1	11068	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	n/a	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
5	ADMIN. AIDE III (Utility Worker II)	GSO-29	3	12466	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	n/a	GENERAL SERVICES OFFICE
6	ADMIN. AIDE I (Utility Worker I)	GSO-43	1	11068	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	n/a	GENERAL SERVICES OFFICE
7	ADMINISTRATIVE AIDE III (Driver I)	PEO-216	3	12466	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	n/a	OFFICE OF THE PROVINCIAL ENGINEER
8	PRISON GUARD III	PG-89	10	19233	Completion of 2 years studies in College	8 hrs of rel. training	2 yrs of rel. exp	1st Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
9	NURSING ATTENDANT I	PH-81	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	OFFICE OF THE PROVINCIAL HEALTH
10	POPULATION PROGRAM WORKER I	PPO-10	5	14007	Completion of 2 years studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL POPULATION
11	LOCAL REVENUE COLLECTION OFFICER II	PTO-17	15	30531	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	n/a	OFFICE OF THE PROVINCIAL TREASURER
12	ADMINISTRATIVE AIDE VI (Audio-Visual Aids Technician I)	VG-13	6	14847	High School Grad/Completion of rel voc/trade course	None required	None required	MC 10 s.2013 CAT II	n/a	OFFICE OF THE VICE GOVERNOR

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, 2019.

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 personally their application to:

ATTY. JESUS CRISPIN C. REMULLA
Provincial Governor
Provincial Capitol Building, Trece Martires City, Cavite
[hrmo@cavite.gov.ph](mailto:hrmo@ cavite.gov.ph)

EEOP STATEMENT

This office highly encourage all interested and qualified applicants, including physically challenged people, members of Indigenous Communities, and those from any Sexual Orientation and Gender Identities (SOGI).



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.