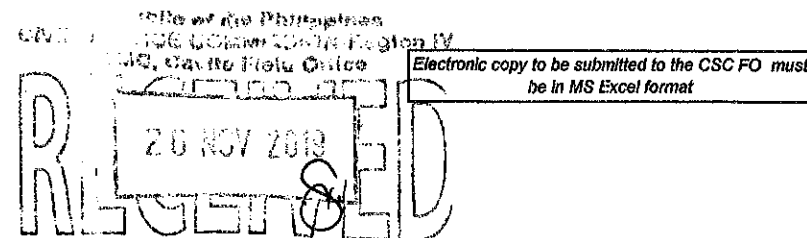


Republic of the Philippines  
PGO CAVITE  
Request for Publication of Vacant Positions



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*  
LOURDES G. CAMERO  
(HRMO)

Date: November 19, 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 III (Clerk I)	PS-25	3	12466	Completion of 2 yrs studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL SANGGUNIAN
2	ADMIN. AIDE VI (Stenographer II)	PS-44	6	14847	Completion of 2 years studies in College	None Required	None Required	1st Level	n/a	OFFICE OF THE PROVINCIAL SANGGUNIAN
3	ADMINISTRATIVE AIDE IV (Clerk II)	PS-144	4	13214	Completion of 2 years studies in College	None Required	None Required	1st Level	n/a	OFFICE OF THE PROVINCIAL SANGGUNIAN
4	ADMIN. OFFICER I (Cashier I)	GEAMH-5	10	19233	Bachelor's degree	None required	None required	2nd Level	n/a	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
5	ADMINISTRATIVE OFFICER V (Administrative Officer III)	PAD-2	18	40637	Bachelor's degree	8 hrs of rel training	2 yrs of rel experience	2nd Level	n/a	OFFICE OF THE PROVINCIAL ADMINISTRATOR
6	ADMINISTRATIVE OFFICER II (Mgt. & Audit Analyst I)	PAD-4	11	20754	Bachelor's degree relevant to the job	None Required	None Required	2nd Level	n/a	OFFICE OF THE PROVINCIAL ADMINISTRATOR
7	ADMINISTRATIVE AIDE III (Clerk I)	VG-10	3	12466	Completion of 2 years studies in College	None required	None required	1st Level	n/a	OFFICE OF THE VICE GOVERNOR
8	ADMINISTRATIVE AIDE III (Driver I)	VG-12	3	12466	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	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 4, 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](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.

**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).

QUALIFIED APPLICANTS are advised to hand in personally their application to:

JUANITO VICTOR C. REMULLA  
Provincial Governor  
Provincial Capitol Building, Trece Martires City, Cavite  
hrmo@cavite.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.