

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

Region IV
Cavite, Cavite Field Office
RECEIVED
06 DEC 2019

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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:

Lourdes S. Camero
LOURDES S. CAMERO
HRMO

Date: 5-Dec-19

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	
1	ADMINISTRATIVE ASSISTANT II (CLERK IV)	GEAMH-12	8	16758	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
2	SUPERVISING ADMIN. OFFICER	GSO-77	22	65319	Bachelor's degree	16 hrs of rel. training	3 yrs of rel. experience	2nd Level	GENERAL SERVICES OFFICE
3	HEAVY EQUIPMENT OPERATOR I	PEO-212	4	13214	High Sch Grad/Completion of rel voc/trade course	None required	None required	MC 10 s.2013 CAT II	OFFICE OF THE PROVINCIAL ENGINEER
4	TOURISM OPERATIONS OFFICER II	PTCAO-10	15	30531	Bachelor's degree rel to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
5	TOURIST RECEPTIONIST I	PTCAO-9	8	16758	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
6	TOURIST RECEPTIONIST I	PTCAO-12	8	16758	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
7	PROVINCIAL GOV'T DEPT. HEAD	PDRRMO-1	26	107444	Bachelor's degree	32 hrs of training on mngt/supervision on DRRM	5 yrs mngt/supervision on DRRM	2nd Level	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
8	LOCAL DRRM ASSISTANT	PDRRMO-4	8	16758	Completion of 2 yrs studies in College	4 hrs of DRRM training	1 yr of Civil Defense/DRRM exp	1st Level	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
9	LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER III	PDRRMO-12	18	40637	Bachelor's degree relevant to the job	8 hrs of DRRM training	2 yrs of Civil Defense/DRRM exp	2nd Level	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
10	LOCAL DRRM ASSISTANT	PDRRMO-13	8	16758	Completion of 2 yrs studies in College	4 hrs of DRRM training	1 yr of Civil Defense/DRRM exp	1st Level	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
11	MEDICAL OFFICER III	KPFH-41	21	57806	Doctor of Medicine	None required	None required	RA 1080	KOREA-PHILIPPINES FRIENDSHIP HOSPITAL
12	CONSTRUCTION & MAINTENANCE MAN	PEO-155	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL ENGINEER
13	ADMINISTRATIVE AIDE VI (MECHANIC II)	PEO-283	6	14847	High School Graduate	None required	None required	MC 10 s.2013 CAT II	OFFICE OF THE PROVINCIAL ENGINEER
14	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	PAG-16	4	13214	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL AGRICULTURE
15	ADMINISTRATIVE AIDE III (Illustrator I)	PAG-21	3	12466	Completion of 2 yrs studies in College/High School w/ rel voc course	None required	None required	Illustrator (MC 10, s.2013-Cat.II)	OFFICE OF THE PROVINCIAL AGRICULTURE
16	AGRICULTURIST II	PAG-47	15	30531	Bachelor's degree in Agri/Agricultural Engr/Fisheries Technology/Veterinary Med	4 hrs of rel training	1 yr of rel exp	Relevant RA 1080	OFFICE OF THE PROVINCIAL AGRICULTURE
17	SECURITY GUARD II	GEAMH-32	5	14007	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
18	SECURITY GUARD I	GEAMH-34	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
19	SECURITY GUARD I	GEAMH-36	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
20	ADMIN. AIDE VI (Mechanic II)	GEAMH-41	6	14847	High School Graduate	None required	None required	MC 10 s.2013 CAT II	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
21	LAUNDRY WORKER II	GEAMH-66	3	12466	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
22	PROVL. GOV'T. DEPT. HEAD (Prov. Health Officer II)	PH-1	26	107444	Doctor of Medicine	None	5 yrs as med practitioner	RA 1080	OFFICE OF THE PROVINCIAL HEALTH
23	ATTORNEY II (LEGAL OFFICER II)	LSO-3	18	40637	Bachelor of Laws	None required	None required	RA 1080	OFFICE OF THE PROVINCIAL LEGAL
24	LEGAL AIDE	LSO-7	5	14007	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL LEGAL
25	LEGAL ASSISTANT I	LSO-10	10	19233	Bachelor's degree	None required	None required	2nd Level	OFFICE OF THE PROVINCIAL LEGAL
26	ADMINISTRATIVE ASSISTANT I	LSO-12	7	15738	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL LEGAL
27	NURSE I	GTMH-5	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080	GEN. TRIAS MEDICARE HOSPITAL
28	NURSE I	GTMH-6	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080	GEN. TRIAS MEDICARE HOSPITAL
29	SECURITY GUARD I	COPS-63	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
30	SECURITY GUARD I	COPS-64	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
31	SECURITY GUARD I	COPS-71	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
32	WATCHMAN I	COPS-79	2	11761	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
33	SECURITY GUARD I	COPS-92	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
34	SECURITY GUARD I	COPS-96	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
35	SECURITY GUARD I	COPS-108	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
36	SECURITY GUARD I	COPS-111	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
37	SECURITY GUARD I	COPS-112	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY

38	SPECIAL OPERATIONS OFFICER II	COPS-113	14	27755	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	PROVINCIAL GOVERNMENT-CAVITE OFFICE OF PUBLIC SAFETY
39	ADMINISTRATIVE AIDE VI (Clerk III)	PPO-26	6	14847	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL POPULATION
40	NURSING ATTENDANT I	CCMH-61	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	CAVITE CENTER FOR MENTAL HEALTH
41	COOK I	CCMH-74	3	12466	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	CAVITE CENTER FOR MENTAL HEALTH
42	SECURITY GUARD I	DOSMH-12	3	12466	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL
43	NURSING ATTENDANT I	DOSMH-56	4	13214	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL
44	ADMIN. OFFICER II (ADMINISTRATIVE OFFICER I)	KPFH-2	11	20754	Bachelor's degree	None required	None required	2nd Level	KOREA-PHILIPPINES FRIENDSHIP HOSPITAL
45	PROV'L GOV'T. DEPT. HEAD (Provincial Information Officer)	PIO-1	26	107444	Bachelor's degree in Journalism/Mass Comm	3 yrs exp in writing articles & research papers, or in writing for print, tv, or broadcast media	None	1st grade or its equiv	OFFICE OF THE PROVINCIAL INFORMATION
46	ADMINISTRATIVE AIDE III (Clerk I)	PIO-21	3	12466	Completion of 2 years studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL INFORMATION
47	PROV'L GOV'T DEPT HEAD (PROVINCIAL VETERINARIAN)	VET-1	26	107444	Doctor of Veterinary Medicine	None	3 yrs exp of vet med	RA 1080	OFFICE OF THE PROVINCIAL VETERINARIAN
48	INFORMATION SYSTEMS ANALYST III	PICTO-8	19	45269	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
49	INFORMATION TECHNOLOGY OFFICER I	PICTO-15	19	45269	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
50	INFORMATION SYSTEMS ANALYST II	PICTO-16	16	33584	Bachelor's degree relevant to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
51	INFORMATION SYSTEMS ANALYST I	PICTO-17	12	22938	Bachelor's degree relevant to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
52	ADMINISTRATIVE ASST. II (Data Controller II)	PICTO-20	8	16758	Completion of 2 yrs stud in College/HS Grad w/ rel voc/trade	4 hrs of rel training	1 yr of rel exp	1st Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
53	INFORMATION TECHNOLOGY OFFICER I	PICTO-22	19	45269	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
54	COMPUTER MAINTENANCE TECHNOLOGIST II	PICTO-26	15	30531	Bachelor's degree relevant to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
55	ADMINISTRATIVE ASSISTANT III (Comm. Equip't Optr III)	PG-41	9	17975	Completion of 2 yrs stud in College/HS Grad w/ rel voc/trade	4 hrs of rel training	1 yr of rel exp	Comm. Equip. Optr. (MC 10, s.2013-Cat.II)	OFFICE OF THE PROVINCIAL GOVERNOR
56	ADMINISTRATIVE AIDE III (Clerk I)	PG-49	3	12466	Completion of 2 years studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL GOVERNOR
57	SPORTS DEVELOPMENT OFFICER II	PG-58	14	27755	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
58	PROVINCIAL WARDEN	PG-84	22	65319	Bachelor's degree	16 hrs of rel training	3 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
59	SPECIAL OPERATIONS OFFICER IV	PG-155	22	65319	Bachelor's degree	16 hrs of rel training	3 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
60	SPECIAL OPERATIONS OFFICER II	PG-166	14	27755	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
61	INTERNAL AUDITOR IV	PG-165	22	65319	Bachelor's degree relevant to the job	16 hrs of rel training	3 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
62	INTERNAL AUDITOR III	PG-166	18	40637	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and personally hand in to the address below not later than December 20, 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 or send through courier/email their application to:

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

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 (SOG).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

