

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

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 G. CAMERO

HRMO

Date:

February 5, 2021

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 OFFICER II (Financial Analyst I)	ACCTG-17	11	22316	Bachelor's degree relevant to the job	None Required	None Required	2nd Level	n/a	OFFICE OF THE PROVINCIAL ACCOUNTING AND INTERNAL AUDIT SERVICES
2	OCCUPATIONAL THERAPY TECHNICIAN I	CCMH-47	6	15524	Completion of 2 yrs studies in College	None required	None required	1st Level	n/a	CAVITE CENTER FOR MENTAL HEALTH
3	SPECIAL OPERATIONS OFFICER II	COPS-113	14	29277	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	n/a	CAVITE OFFICE OF PUBLIC SAFETY
4	SECURITY GUARD I	COPS-63	3	13019	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	n/a	CAVITE OFFICE OF PUBLIC SAFETY
5	SECURITY GUARD I	COPS-64	3	13019	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	n/a	CAVITE OFFICE OF PUBLIC SAFETY
6	SECURITY GUARD I	COPS-66	3	13019	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	n/a	CAVITE OFFICE OF PUBLIC SAFETY
7	SECURITY GUARD I	COPS-70	3	13019	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	n/a	CAVITE OFFICE OF PUBLIC SAFETY
8	SECURITY GUARD I	COPS-71	3	13019	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	n/a	CAVITE OFFICE OF PUBLIC SAFETY
9	WATCHMAN I	COPS-82	2	12276	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	CAVITE OFFICE OF PUBLIC SAFETY
10	SECURITY GUARD I	DOSMH-11	3	13019	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	n/a	DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL
11	SECURITY GUARD I	DOSMH-12	3	13019	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	n/a	DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL
12	ADMIN. AIDE I (Utility Worker I)	DOSMH-15	1	11551	Must be able to read and write	None Required	None Required	MC 10 s.2013 CAT III	n/a	DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL
13	ADMIN. AIDE VI (Storekeeper II)	DOSMH-5	6	15524	Completion of 2 yrs studies in College	None Required	None Required	1st Level	n/a	DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL
14	ADMINISTRATIVE AIDE III (Driver I)	DOSMH-8	3	13019	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	n/a	DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL
15	ADMIN. AIDE I (Utility Worker I)	GSO-49	1	11551	Must be able to read and write	None Required	None Required	MC 10 s.2013 CAT III	n/a	GENERAL SERVICES OFFICE
16	NURSING ATTENDANT I	GTMH-9	4	13807	Elementary School Graduate	None Required	None Required	MC 10 s.2013 CAT III	n/a	GEN. TRIAS MEDICARE HOSPITAL
17	LEGAL ASSISTANT I	LSO-10	10	20219	Bachelor's degree	None required	None required	2nd Level	n/a	OFFICE OF THE PROVINCIAL LEGAL
18	ATTORNEY III	LSO-14	21	59353	Bachelor of Laws	4 hrs of rel training	1 yr of rel exp	RA 1080	n/a	OFFICE OF THE PROVINCIAL LEGAL
19	ATTORNEY I	LSO-16	16	35106	Bachelor of Laws	None required	None required	RA 1080	n/a	OFFICE OF THE PROVINCIAL LEGAL
20	ADMIN. ASSISTANT II (Clerk IV)	NMH-15	8	17505	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	n/a	NAIC MEDICARE HOSPITAL
21	ADMINISTRATIVE AIDE III (Illustrator I)	PAG-21	3	13019	Completion of 2 yrs studies in College/High School w/ rel voc course	None required	None required	Illustrator (MC 10, s.2013-Cat.II)	n/a	OFFICE OF THE PROVINCIAL AGRICULTURE
22	ADMINISTRATIVE AIDE IV (Mechanic I)	PAG-22	4	13807	High School Graduate	None required	None required	MC 10 s.2013 CAT II	n/a	OFFICE OF THE PROVINCIAL AGRICULTURE
23	FARM FOREMAN	PAG-26	6	15524	High School Graduate	None Required	None Required	MC 11 s.96-Cat. III	n/a	OFFICE OF THE PROVINCIAL AGRICULTURE
24	PLANNING OFFICER I	PAG-5	11	22316	Bachelor's degree relevant to the job	None Required	None Required	2nd Level	n/a	OFFICE OF THE PROVINCIAL AGRICULTURE
25	ADMINISTRATIVE AIDE IV (CLERK II)	PAG-6	4	13807	Completion of 2 years studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL AGRICULTURE
26	AGRICULTURAL TECHNICIAN II	PAG-62	8	17505	Completion of 2 years studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	n/a	OFFICE OF THE PROVINCIAL AGRICULTURE
27	ADMINISTRATIVE AIDE II (Bookbinder I)	PAS-23	2	12276	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	OFFICE OF THE PROVINCIAL ASSESSOR
28	ADMINISTRATIVE AIDE II (Bookbinder I)	PAS-31	2	12276	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	OFFICE OF THE PROVINCIAL ASSESSOR
29	ADMINISTRATIVE OFFICER V (Budget Officer III)	PBO-7	18	42159	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	n/a	OFFICE OF THE PROVINCIAL BUDGET
30	LOCAL DRRM ASSISTANT	PDRMO-13	8	17505	Completion of 2 yrs studies in College	4 hrs of DRRM training	1 yr of Civil Defense/DRRM exp	1st Level	n/a	PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
31	ADMINISTRATIVE OFFICER IV (ADMIN. OFF. II)	PENRO-16	15	32053	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	n/a	OFFICE OF THE PROVINCIAL ENVIRONMENT & NATURAL RESOURCES
32	MEDICAL SPECIALIST III	PESU-1	24	85074	Doctor of Medicine	8 hrs of rel training	2 yrs of rel exp	RA 1080	n/a	PROVINCIAL EPIDEMIOLOGY AND SURVEILLANCE UNIT
33	CONSTRUCTION & MAINTENANCE MAN	PEO-100	2	12276	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	OFFICE OF THE PROVINCIAL ENGINEER
34	CONST. & MAINT. MAN	PEO-147	2	12276	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	OFFICE OF THE PROVINCIAL ENGINEER
35	WELL DRILLER II	PEO-174	5	14641	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT II	n/a	OFFICE OF THE PROVINCIAL ENGINEER
36	AUTOMOTIVE EQUIPMENT INSPECTOR	PEO-191	8	17505	Comp of 2 yrs studies in College/High School Grad w/ voc/trade course	4 hrs of rel training	1 yr of rel exp	MC 10 s.2013 CAT II	n/a	OFFICE OF THE PROVINCIAL ENGINEER
37	HEAVY EQUIPMENT OPERATOR I	PEO-198	4	13807	High School Grad/Completion of rel voc/trade course	None required	None required	Heavy Equipment Operator (MC 10 s.2013 CAT II)	n/a	OFFICE OF THE PROVINCIAL ENGINEER
38	HEAVY EQUIPMENT OPERATOR I	PEO-203	4	13807	High School Grad/Completion of rel voc/trade course	None required	None required	Heavy Equipment Operator (MC 10 s.2013 CAT II)	n/a	OFFICE OF THE PROVINCIAL ENGINEER
39	HEAVY EQUIPMENT OPERATOR I	PEO-205	4	13807	High School Grad/Completion of rel voc/trade course	None required	None required	Heavy Equipment Operator (MC 10 s.2013 CAT II)	n/a	OFFICE OF THE PROVINCIAL ENGINEER

40	ENGINEER III	PEO-22	19	46791	Bachelor's degree in Engineering relevant to the job	8 hrs of rel. training	2 yrs of rel. exp	RA 1080	n/a	OFFICE OF THE PROVINCIAL ENGINEER
41	WELDER I	PEO-263	4	13807	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT II	n/a	OFFICE OF THE PROVINCIAL ENGINEER
42	ADMINISTRATIVE AIDE III (Clerk I)	PEO-276	3	13019	Completion of 2 yrs studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL ENGINEER
43	ADMINISTRATIVE AIDE VI (MECHANIC II)	PEO-283	6	15524	High School Graduate	None required	None required	MC 10 s.2013 CAT II	n/a	OFFICE OF THE PROVINCIAL ENGINEER
44	HEAVY EQUIPMENT OPERATOR I	PEO-289	4	13807	High School Grad/Completion of rel voc/trade course	None required	None required	Heavy Equipment Operator (MC 10 s.2013 CAT II)	n/a	OFFICE OF THE PROVINCIAL ENGINEER
45	CORE DRILLER I	PEO-309	3	13019	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	OFFICE OF THE PROVINCIAL ENGINEER
46	ADMINISTRATIVE AIDE IV (Clerk II)	PEO-9	4	13807	Completion of 2 yrs studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL ENGINEER
47	CONSTRUCTION & MAINTENANCE MAN	PEO-91	2	12276	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	OFFICE OF THE PROVINCIAL ENGINEER
48	CONST. & MAINT. MAN	PEO-93	2	12276	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	n/a	OFFICE OF THE PROVINCIAL ENGINEER
49	SPECIAL OPERATIONS OFFICER IV	PG-155	22	66867	Bachelor's degree	16 hrs of rel training	3 yrs of rel exp	2nd Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
50	SPECIAL OPERATIONS OFFICER II	PG-156	14	29277	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
51	INTERNAL AUDITOR III	PG-166	18	42159	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
52	ASSISTANT STATISTICIAN	PG-173	9	18784	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel exp	1st Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
53	LABOR & EMPLOYMENT ASSISTANT	PG-174	8	17505	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel exp	1st Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
54	MANPOWER DEVELOPMENT ASSISTANT	PG-175	8	17505	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel exp	1st Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
55	ADMINISTRATIVE ASSISTANT III (Comm. Equip't Optr III)	PG-41	9	18784	Comp of 2 yrs studies in College/6 Grad w/ voc/trade course	4 hrs of rel training	1 yr of rel exp	Comm. Equip. Optr. (MC 10, s.2013-Cat.II)	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
56	ADMINISTRATIVE AIDE IV (Clerk II)	PG-66	4	13807	Completion of 2 yrs studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
57	PROVINCIAL WARDEN	PG-84	22	66867	Bachelor's degree	16 hrs of rel training	3 yrs of rel exp	2nd Level	n/a	OFFICE OF THE PROVINCIAL GOVERNOR
58	PROV'L. GOV'T. DEPT. HEAD (Prov. Health Officer II)	PH-1	26	109593	Doctor of Medicine	None	5 yrs as med practitioner	RA 1080	n/a	OFFICE OF THE PROVINCIAL HEALTH
59	SANITATION INSPECTOR III	PH-44	11	22316	Comp of 2 yrs studies in College	8 hrs of rel training	2 yrs of rel exp	1st Level	n/a	OFFICE OF THE PROVINCIAL HEALTH
60	INFORMATION TECHNOLOGY OFFICER I	PICTO-15	19	46791	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	n/a	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
61	INFORMATION SYSTEMS ANALYST II	PICTO-16	16	35106	Bachelor's degree relevant to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	n/a	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
62	INFORMATION SYSTEMS ANALYST I	PICTO-17	12	24495	Bachelor's degree relevant to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	n/a	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
63	ADMINISTRATIVE ASST. II (Data Controller II)	PICTO-20	8	17505	Comp of 2 yrs studies in College/6 Grad w/ voc/trade course	4 hrs of rel training	1 yr of rel exp	1st Level	n/a	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
64	COMPUTER MAINTENANCE TECHNOLOGIST II	PICTO-26	15	32053	Bachelor's degree relevant to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	n/a	PROVINCIAL INFORMATION & COMMUNICATION TECHNOLOGY OFFICE
65	ADMINISTRATIVE AIDE III (Clerk I)	PIO-21	3	13019	Completion of 2 years studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL INFORMATION
66	ADMINISTRATIVE OFFICER II (Information Officer I)	PIO-4	11	22316	Bachelor's degree	None required	None required	2nd Level	n/a	OFFICE OF THE PROVINCIAL INFORMATION
67	ADMINISTRATIVE AIDE III (Clerk I)	PIO-8	3	13019	Completion of 2 years studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL INFORMATION
68	ADMINISTRATIVE AIDE III (Clerk I)	PIO-9	3	13019	Completion of 2 years studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL INFORMATION
69	POPULATION PROGRAM WORKER I	PPO-20	5	14641	Completion of 2 yrs studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL POPULATION
70	POPULATION PROGRAM WORKER I	PPO-9	5	14641	Completion of 2 yrs studies in College	None required	None required	1st Level	n/a	OFFICE OF THE PROVINCIAL POPULATION
71	SOCIAL WELFARE ASSISTANT	PSWD-4	8	17505	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	n/a	PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE
72	SOCIAL WELFARE OFFICER III	PSWD-11	18	42159	Bachelor's degree in Social Work	8 hrs of rel training	2 yrs of rel exp	RA 1080	n/a	OFFICE OF THE PROVINCIAL SOCIAL WELFARE & DEVELOPMENT
73	TOURISM OPERATIONS OFFICER II	PTCAO-10	15	32053	Bachelor's degree rel to the job	4 hrs of rel training	1 yr of rel exp	2nd Level	n/a	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
74	TOURIST RECEPTIONIST I	PTCAO-9	8	17505	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	n/a	PROVINCIAL TOURISM AND CULTURAL AFFAIRS OFFICE
74	ADMINISTRATIVE AIDE III (Illustrator I)	PTO-13	3	13019	Comp of 2 yrs studies in College/6 Grad w/ voc/trade course	None required	None required	Illustrator (MC 10, s.2013-Cat.II)	n/a	OFFICE OF THE PROVINCIAL TREASURER
75	ADMINISTRATIVE OFFICER V (Administrative Officer III)	VET-4	18	42159	Bachelor's degree	8 hrs of rel training	2 yrs of rel exp	2nd Level	n/a	OFFICE OF THE PROVINCIAL VETERINARIAN
76	MARKET SPECIALIST II	VET-8	15	32053	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	n/a	OFFICE OF THE PROVINCIAL VETERINARIAN
77	ADMINISTRATIVE AIDE III (Clerk I)	VG-10	3	13019	Completion of 2 years studies in College	None required	None required	1st Level	n/a	OFFICE OF THE VICE GOVERNOR
78	ADMINISTRATIVE AIDE III (Driver I)	VG-12	3	13019	Elementary School Graduate	None required	None required	Prof Driver's License MC 10 s.2013 CAT IV	n/a	OFFICE OF THE VICE GOVERNOR
79	ADMINISTRATIVE AIDE III (Utility Worker II)	VG-28	3	13019	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	n/a	OFFICE OF THE VICE GOVERNOR
80	ADMINISTRATIVE AIDE III (Clerk I)	GEAMH-28	3	13019	Completion of 2 yrs studies in College	None required	None required	1st Level	n/a	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
81	ADMIN. AIDE VI (Mechanic II)	GEAMH-38	6	15524	High School Graduate	None required	None required	MC 10 s.2013 CAT II	n/a	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
82	MEDICAL OFFICER III	GEAMH-96	21	59353	Doctor of Medicine	None required	None required	RA 1080	n/a	GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL
83	LOCAL LEGISLATIVE STAFF ASST. III	PS-87	10	20219	Completion of 2 yrs studies in College	8 hrs of rel training	2 yrs of rel exp	1st Level	n/a	OFFICE OF THE PROVINCIAL SANGGUNIAN

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 February 20, 2021.

- 2 copies of 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 copies Performance rating in the last rating period (if applicable);
- 2 copies Photocopy of certificate of eligibility/rating/license; and
4. 2 copies Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in their application to:

JUANITO VICTOR C. REMULLA

Provincial Governor

Trece Martires City, Cavite

hmo@cavite.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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).