

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 18, 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	
1	ADMINISTRATIVE AIDE IV (Storekeeper I)	594	4	14400	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	GENERAL SERVICES OFFICE
2	ADMINISTRATIVE ASSISTANT II (Labor General Foreman)	596	8	18251	High School Graduate	4 hrs of rel. training	1 yr of rel exp	MC 11 s.96 CAT III	GENERAL SERVICES OFFICE
3	ADMINISTRATIVE AIDE I (Utility Worker I)	622	1	12034	Must be able to read and write	None Required	None Required	MC 10 s.2013 CAT III	GENERAL SERVICES OFFICE
4	ADMINISTRATIVE AIDE I (Utility Worker I)	626	1	12034	Must be able to read and write	None Required	None Required	MC 10 s.2013 CAT III	GENERAL SERVICES OFFICE
5	ADMINISTRATIVE AIDE I (Utility Worker I)	644	1	12034	Must be able to read and write	None Required	None Required	MC 10 s.2013 CAT III	GENERAL SERVICES OFFICE
6	ADMINISTRATIVE AIDE I (Utility Worker I)	647	1	12034	Must be able to read and write	None Required	None Required	MC 10 s.2013 CAT III	GENERAL SERVICES OFFICE
7	SECURITY GUARD I	733	3	13572	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	CAVITE OFFICE OF PUBLIC SAFETY
8	SECURITY GUARD I	734	3	13572	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	CAVITE OFFICE OF PUBLIC SAFETY
9	SECURITY GUARD I	736	3	13572	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	CAVITE OFFICE OF PUBLIC SAFETY
10	SECURITY GUARD I	740	3	13572	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	CAVITE OFFICE OF PUBLIC SAFETY
11	SECURITY GUARD I	741	3	13572	High School Graduate	None required	None required	Security Guard License (MC 10, s.2013-Cat.IV)	CAVITE OFFICE OF PUBLIC SAFETY
12	WATCHMAN I	748	2	12790	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	CAVITE OFFICE OF PUBLIC SAFETY
13	WATCHMAN I	752	2	12790	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	CAVITE OFFICE OF PUBLIC SAFETY
14	WATCHMAN I	756	2	12790	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	CAVITE OFFICE OF PUBLIC SAFETY
15	SPECIAL OPERATIONS OFFICER II	774	14	30799	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	CAVITE OFFICE OF PUBLIC SAFETY
16	ADMINISTRATIVE AIDE III (Clerk I)	1180	3	13572	Completion of 2 yrs studies in College	None required	None required	1st Level	KOREA - PHILIPPINES FRIENDSHIP HOSPITAL
17	NURSE I	1185	15	33575	Bachelor of Science in Nursing	None required	None required	RA 1080	KOREA - PHILIPPINES FRIENDSHIP HOSPITAL
18	NUTRITIONIST-DIETITIAN II	1189	15	33575	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hrs of rel training	1 yr of rel exp	RA 1080	KOREA - PHILIPPINES FRIENDSHIP HOSPITAL
19	MEDICAL SPECIALIST II	1200	23	76907	Doctor of Medicine	4 hrs of rel training	1 yr of rel exp	RA 1080	KOREA - PHILIPPINES FRIENDSHIP HOSPITAL
20	ADMINISTRATIVE AIDE III (Utility Worker II)	242	3	13572	Must be able to read and write	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL SANGGUNIAN
21	LOCAL LEGISLATIVE STAFF ASSISTANT III	302	10	21205	Completion of 2 yrs studies in College	8 hrs of rel training	2 yrs of rel exp	1st Level	OFFICE OF THE PROVINCIAL SANGGUNIAN
22	ADMINISTRATIVE AIDE VI (Clerk III)	337	6	16200	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL SANGGUNIAN
23	ADMINISTRATIVE AIDE IV (Bookbinder II)	369	4	14400	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL SANGGUNIAN
24	EXECUTIVE ASSISTANT V	4	24	86742	Bachelor's degree	24 hrs of rel training	4 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
25	EXECUTIVE ASSISTANT I	27	14	30799	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
26	EXECUTIVE ASSISTANT I	29	14	30799	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
27	EXECUTIVE ASSISTANT I	30	14	30799	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
28	ADMINISTRATIVE ASSISTANT III (Comm. Equip <sup>t</sup> Optr. III)	43	9	19593	Comp of 2 yrs studies in College/HS Grad w/ voc/trade course	4 hrs of rel training	1 yr of rel exp	Comm. Equip. Optr. (MC 10, s.2013-Cat.II)	OFFICE OF THE PROVINCIAL GOVERNOR
29	ADMINISTRATIVE OFFICER II	79	11	23877	Bachelor's degree	None required	None required	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
30	ASSISTANT STATISTICIAN	80	9	19593	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel exp	1st Level	OFFICE OF THE PROVINCIAL GOVERNOR
31	LABOR AND EMPLOYMENT ASSISTANT	81	8	18251	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel exp	1st Level	OFFICE OF THE PROVINCIAL GOVERNOR
32	MANPOWER DEVELOPMENT ASSISTANT	82	8	18251	Completion of 2 years studies in College	4 hrs of rel. training	1 yr of rel exp	1st Level	OFFICE OF THE PROVINCIAL GOVERNOR
33	HOUSING & HOMESITE REG. OFFICER I	84	11	23877	Bachelor's degree	None required	None required	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
34	ADMINISTRATIVE OFFICER I	85	10	21205	Bachelor's degree	None required	None required	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
35	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	86	7	17179	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL GOVERNOR
36	ADMINISTRATIVE AIDE VI (Clerk III)	98	6	16200	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL GOVERNOR
37	PRISON GUARD I	141	5	15275	Completion of 2 years studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL GOVERNOR
38	INTERNAL AUDITOR III	174	18	43681	Bachelor's degree relevant to the job	8 hrs of rel training	2 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
39	SPECIAL OPERATIONS OFFICER IV	178	22	68415	Bachelor's degree	16 hrs of rel training	3 yrs of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
40	SPECIAL OPERATIONS OFFICER II	179	14	30799	Bachelor's degree	4 hrs of rel training	1 yr of rel exp	2nd Level	OFFICE OF THE PROVINCIAL GOVERNOR
41	ASSISTANT TRAFFIC OPERATION OFFICER	182	8	18251	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	OFFICE OF THE PROVINCIAL GOVERNOR

42	LOCAL DRRM ASSISTANT	828	8	18251	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
43	TOURIST RECEPTIONIST I	2007	8	18251	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
44	TOURISM OPERATIONS OFFICER II	2008	15	33575	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
45	ATTORNEY III	530	21	60901	Bachelor of Laws	4 hrs of rel training	1 yr of rel exp	RA 1080	OFFICE OF THE PROVINCIAL LEGAL
46	LEGAL ASSISTANT I	538	10	21205	Bachelor's degree	None required	None required	2nd Level	OFFICE OF THE PROVINCIAL LEGAL
47	ATTORNEY III	542	21	60901	Bachelor of Laws	4 hrs of rel training	1 yr of rel exp	RA 1080	OFFICE OF THE PROVINCIAL LEGAL
48	LEGAL ASSISTANT II	544	12	26052	Bachelor's degree	None required	None required	2nd Level	OFFICE OF THE PROVINCIAL LEGAL
49	ADMINISTRATIVE AIDE III (Clerk I)	657	3	13572	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL INFORMATION
50	ADMINISTRATIVE AIDE III (Clerk I)	658	3	13572	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL INFORMATION
51	ADMINISTRATIVE AIDE III (Clerk I)	670	3	13572	Completion of 2 yrs studies in College	None required	None required	1st Level	OFFICE OF THE PROVINCIAL INFORMATION
52	PROVINCIAL GOVERNMENT DEPARTMENT HEAD (Provincial Health Officer II)	835	26	111742	Doctor of Medicine	None	5 yrs as med practitioner	RA 1080	OFFICE OF THE PROVINCIAL HEALTH
53	ADMINISTRATIVE OFFICER V (Admin. Officer III)	840	18	43681	Bachelor's degree	8 hrs of rel. training	2 yrs of rel. exp	2nd Level	OFFICE OF THE PROVINCIAL HEALTH
54	NURSE III	862	19	48313	Bachelor of Science in Nursing	4 hrs of rel training	1 yr of rel exp	RA 1080	OFFICE OF THE PROVINCIAL HEALTH
55	SANITATION INSPECTOR III	878	11	23877	Completion of 2 yrs studies in College	8 hrs of rel training	2 yrs of rel exp	1st Level	OFFICE OF THE PROVINCIAL HEALTH
56	NURSING ATTENDANT I	914	4	14400	Elementary School Graduate	None required	None required	MC 10 s.2013 CAT III	OFFICE OF THE PROVINCIAL HEALTH
57	MEDICAL SPECIALIST III	932	24	86742	Doctor of Medicine	8 hrs of rel training	2 yrs of rel exp	RA 1080	OFFICE OF THE PROVINCIAL HEALTH
58	SOCIAL WELFARE ASSISTANT	1503	8	18251	Completion of 2 yrs studies in College	4 hrs of rel training	1 yr of rel exp	1st Level	OFFICE OF THE PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT
59	SOCIAL WELFARE OFFICER III	1510	18	43681	Bachelor's degree in Social Work	8 hrs of rel training	2 yrs of rel exp	RA 1080	OFFICE OF THE PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT
60	SOCIAL WELFARE OFFICER I	1513	11	23877	Bachelor's degree in Social Work	None required	None required	RA 1080	OFFICE OF THE PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT

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 March 5, 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](http://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
- 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

[hrmo@cavite.gov.ph](mailto:hrmo@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).

Please inform us of any assistance you need such as: assistive device, etc.