

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

Electronic copy to be submitted to the CSC FO
must be in MS Excel format



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:

Maria Fe M. Satsatin
MARIA FE M. SATSATIN
VOIC-HRMO

Date: March 4, 2022

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 Assistant II (Administrative Assistant)	525	8	18,251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Letter Service, Citizenship and Good Health	N/A	PROVINCIAL PLANNING & DEVELOPMENT OFFICE
2										
3										
4										
5										
6										
7										
8										
9										
10										

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 19, 2022.

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 their application to:

JUANITO VICTOR C. REMULLA
Provincial Governor
Trece Martires City, Cavite
cavite_prov_hrmo@yahoo.com

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).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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To: CIVIL SERVICE COMMISSION (CSC)

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M. F. M. 450
MARIA FE M. SATSATIN
OIC-HRMO

Supervising HR Specialist

Date: March 4, 2022

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	Community Development Assistant I	1977	7	17,179	Completion of two years studies in college	None required	None required	Open to all (Indigenous and Non-Indigenous)	N/A	Office of the Provincial Employment & Welfare Services
2										
3										
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