

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:

h f m 7
MARIA FE M. SATSATIN
OIC-HRMO

Date: April 25, 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 OFFICER II	1454	11	25,439	Bachelor's degree	None required	None required	Order Service (Professional Service Level 04/04)	N/A	KAWIT KALAYAAN HOSPITAL
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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 May 10, 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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MARIA FE M. SATSATIN
OIC-HRMO

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1	ENGINEERING AIDE	1586	4	14,993	None required	None required	None required (MC 10.0, 2013 Cat.B)	N/A		OFFICE OF THE PROVINCIAL ENGINEER
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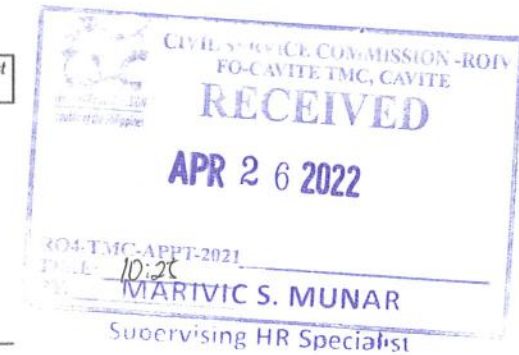
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE VI (Clerk II)	35	6	16,877	Completion of two years studies in college	None required	None required	Civil Service (Administrative) First Level Eligible	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
2	ADMINISTRATIVE AIDE VI (Clerk III)	36	6	16,877	Completion of two years studies in college	None required	None required	Civil Service (Administrative) First Level Eligible	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
3	ADMINISTRATIVE AIDE VI (Clerk III)	43	9	20,402	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Minimum Education Requirement: HS, S/HS/HS	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
4	LICENSE INSPECTOR II	52	8	18,998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service (Administrative) First Level Eligible	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
5	ADMINISTRATIVE AIDE II (Clerk)	56	3	14,125	Completion of two years studies in college	None required	None required	Civil Service (Administrative) First Level Eligible	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
6	CHIEF LABOR AND EMPLOYMENT OFFICER	2020	24	88,410	Masteral Degree	24 hours of training in managerial and supervisory courses in business industry management and operations	2 years in business industry management and operations	Civil Service (Professional) Third Level Eligible	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
7	ASSISTANT STATISTICIAN	80	9	20,402	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service (Administrative) First Level Eligible	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
8	ADMINISTRATIVE OFFICER I	97	10	22,190	Bachelor's degree	None required	None required	Civil Service (Administrative) Second Level Eligible	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
9	PRISON GUARD II	110	7	17,899	Completion of two years studies in college	None required	None required	Civil Service (Administrative) First Level Eligible	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
10	PRISON GUARD II	116	7	17,899	Completion of two years studies in college	None required	None required	Civil Service (Administrative) First Level Eligible	N/A	OFFICE OF THE PROVINCIAL GOVERNOR

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

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1	INTERNAL AUDITOR II	175	15	35,097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (if selected) - no oral and display	N/A	OFFICE OF THE PROVINCIAL GOVERNOR
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