

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

08 1 FEB 2023
 10:50 AM
 MARIA FE M. SATSALIN
 KHARIZA JOY A. PARTOZA
 Office Staff

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:

PROVINCIAL GOVERNMENT DEPARTMENT HEAD
 Office Staff

Date: January 18, 2023

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 AIDE VI (Clerk III)	323	6	16,877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	OFFICE OF THE PROVINCIAL SANGGUNIAN
2										
3										
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 2, 2023.

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
 cavite_prov_hrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.