

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

Republic of the Philippines
PROVINCIAL GOVERNMENT OF
CAVITE
 Request for Publication of Vacant Positions

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 F. M. Satsatin

MARIA F. M. SATSATIN
 PROVINCIAL GOVERNMENT DEPARTMENT HEAD

Date: July 6, 2023

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)	
SUPERVISING ADMINISTRATIVE OFFICER	2035	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE PROVINCIAL ADMINISTRATOR

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 July 21, 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.

UNEMPLOYED APPLICANTS are advised to hand in or send through courier/email their application to:

JUANITO VICTOR C. REMULLA
 Provincial Governor
 Trece Martires City, Cavite

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

RECEIVED
 JUL 10 2023 2:00 PM
 EDUCATION DIVISION
 Office Staff

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PGO CAVITE
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CIVIL SERVICE COMMISSION (CSC)

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Maria F. M. Satsatin

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PROVINCIAL GOVERNMENT DEPARTMENT HEAD

Date: July 6, 2023

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				Education	Training	Experience	Eligibility	Competency (if applicable)	
SUPERVISING ADMINISTRATIVE OFFICER	2033	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE PROVINCIAL BUDGET OFFICER
SUPERVISING ADMINISTRATIVE OFFICER	2034	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE PROVINCIAL BUDGET OFFICER

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Trece Martires City, Cavite

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 OFFICE OF THE PROVINCIAL GOVERNMENT HEAD
 OFFICE OF THE PROVINCIAL BUDGET OFFICER

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PGO CAVITE
Request for Publication of Vacant Positions

SERVICE COMMISSION (CSC)

he hereby request the publication of the following vacant positions, which are authorized to be filled, at the PGO CAVITE in the CSC website:

Handwritten signature

MARIA FE M. SATSATIN
PROVINCIAL GOVERNMENT DEPARTMENT HEAD

Date: July 6, 2023

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)	
ADMINISTRATIVE AIDE VI (Audio-Visual Aids Technician I)	182	6	17,553	High School Graduate or completion of relevant vocational/trade course	None required	None required	Audio Visual Aids Technician (MC 10, S. 2013 Cat. II)	N/A	OFFICE OF THE PROVINCIAL VICE GOVERNOR

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JUANITO VICTOR C. REMULLA
 Provincial Governor
Trince Marikina City, Cavite

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RECEIVED
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 OFFICE STAFF

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SERVICE COMMISSION (CSC)

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M. F. M.
 MARIA FE M. SATSATIN

PROVINCIAL GOVERNMENT DEPARTMENT HEAD

Date: July 6, 2023

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	SUPERVISING ADMINISTRATIVE OFFICER	2033	22	71,511	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE PROVINCIAL BUDGET OFFICER
2	SUPERVISING ADMINISTRATIVE OFFICER	2034	22	71,511	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE PROVINCIAL BUDGET OFFICER
3	ADMINISTRATIVE AIDE VI	491	6	17,553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	OFFICE OF THE PROVINCIAL BUDGET OFFICER
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JUANITO VICTOR C. REMULLA
 Provincial Governor
 Trece Martires City, Cavite

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OFFICE OF THE PROVINCIAL GOVERNMENT DEPARTMENT HEAD
 MARIA FE M. SATSATIN
 13 JUL 2023
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