



## NOTICE OF VACANCY

Date of Posting: January 19, 2023

No.	Position Title (Parenthetical Title, if applicable)	Salary Grade/ Monthly Salary	Qualification Standards				Place of Assignment
			Education	Training	Experience	Eligibility	
Three (3)	Casual - Administrative Aide IV (Clerk II)	SG 4 / Php 14, 993.00	Completion of two years studies in college	None Required	None Required	None Required	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 February 3, 2023.

1. Fully accomplished and **NOTARIZED/SIGNED BY AN ADMINISTERING OFFICER** Personal Data Sheet (PDS) with WORK EXPERIENCE SHEET (if applicable) and 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. Photocopy of certificate of eligibility/rating/license (if applicable); and
3. Photocopy of Transcript of Records (if applicable);

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

Mr. Rowell A. Napeñas  
PGDH - HRMO  
Provincial Capitol Compound, Lucena City  
[phrmo.rsp.quezon@gmail.com](mailto:phrmo.rsp.quezon@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

EEOP Statement: This agency highly encourage diverse applicants from all segments of society regardless of origin, belief, disability, age, gender identity, sexual preference as protected by applicable law.



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One (1)	Casual - Administrative Aide I (Utility Worker I)	SG 1 / Php 12, 517.00	Must be able to read and write	None Required	None Required	None Required	Provincial Legal Office

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