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

Republic of the Philippines
PGO QUEZON
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 QUEZON in the CSC website:

ROWELL A. NAPEÑAS
PGDH - HRMO

Date: _____ May 11, 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	Project Evaluation Assistant	1041-17	8	18998	Completion of two years studies in college	None Required	None Required	CS Subprofessional; 1st Level Eligibility		Office of the Provincial Planning and Development Coordinator

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 May 26, 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;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license (if applicable);
4. Photocopy of Transcript of Records (if applicable); and
5. Initial Assessment Form for Applicant which can be downloaded at https://quezon.gov.ph/downloads.

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 la

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.