

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 26, 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 Assistant II	4421-15-36	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional; First Level Eligibility		Guinayangan Medicare Community Hospital
2	Administrative Officer I (Cashier I)	4421-15-33	10	22190	Bachelor's degree	None Required	None Required	CS Professional; Second Level Eligibility		Guinayangan Medicare Community Hospital
3	Administrative Aide IV (Clerk II)	4421-15-19	4	14993	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Guinayangan Medicare Community Hospital
4	Local Assessment Operations Officer I	1101-19	11	25439	Bachelor's degree	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Assessor
5	Local Assessment Operations Officer I	1101-21	11	25439	Bachelor's degree	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Assessor
6	Local Assessment Operations Officer I	1101-42	11	25439	Bachelor's degree	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Assessor
7	Tax Mapper I	1101-30	11	25439	Bachelor's degree relevant to the job	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Assessor
8	Tax Mapper I	1101-31	11	25439	Bachelor's degree relevant to the job	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Assessor
9	Draftsman I	1101-34	6	16877	Completion of two years studies in college or High School Graduate with	None Required	None Required	Draftsman or Illustrator (MC No. 10, s. 2013. Cat. II)		Office of the Provincial Assessor
10	Administrative Aide VI (Clerk III)	1101-12	6	16877	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Assessor
11	Administrative Aide III (Clerk I)	1101-8	3	14125	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Assessor
12	Administrative Aide II (Reproduction Machine Operator I)	1101-14	2	13305	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013. Cat. III)		Office of the Provincial Assessor
13	Administrative Aide I (Crafts and Trades Helper)	1101-38	1	12517	Must be able to read and write	None Required	None Required	None Required (MC No. 10, s. 2013. Cat. III)		Office of the Provincial Assessor

14	Administrative Aide I (Crafts and Trades Helper)	1101-24	1	12517	Must be able to read and write	None Required	None Required	None Required (MC No. 10, s. 2013. Cat. III)	Office of the Provincial Assessor
15	Livestock Inspector II	8721-33	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional; First Level Eligibility	Office of the Provincial Veterinarian
16	Farm Worker I	8721-31	2	13305	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013. Cat. III)	Office of the Provincial Veterinarian
17	Nurse II	1011-12-7	16	38150	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)	Provincial Disaster Risk Reduction and Management Office
18	Local Disaster Risk Reduction and Management Officer I	1011-12-5	11	25439	Bachelor's Degree	None Required	None Required	CS Professional; Second Level Eligibility	Provincial Disaster Risk Reduction and Management Office
19	Medical Equipment Technician I	1011-12-11	6	16877	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	Medical Equipment Technician (MC No. 10, s. 2013. Cat. II)	Provincial Disaster Risk Reduction and Management Office
20	Medical Equipment Technician I	1011-12-12	6	16877	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	Medical Equipment Technician (MC No. 10, s. 2013. Cat. II)	Provincial Disaster Risk Reduction and Management Office
21	Administrative Aide IV (Communications Equipment Operator I)	1011-12-18	4	14993	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Communications Equipment Operator (MC No. 10, s. 2013. Cat. II)	Provincial Disaster Risk Reduction and Management Office
22	Supervising Administrative Officer (Human Resource Management Officer IV)	1032-4	22	69963	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional; Second Level Eligibility	Provincial Human Resource Management Office
23	Administrative Officer II (Human Resource Management Officer I)	1032-9	11	25439	Bachelor's Degree	None Required	None Required	CS Professional; Second Level Eligibility	Provincial Human Resource Management Office

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 June 10, 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
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 law.

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.