

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: June 8, 2023

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V	1091-14	18	45203	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional; Second Level Eligibility		Office of the Provincial Treasurer
2	Local Treasury Operations Officer III	1091-65	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional; Second Level Eligibility		Office of the Provincial Treasurer
3	Local Treasury Operations Officer II	1091-66	15	35097	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional; Second Level Eligibility		Office of the Provincial Treasurer
4	Local Treasury Operations Officer I	1091-59	11	25439	Bachelor's degree	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Treasurer
5	Local Treasury Operations Officer I	1091-68	11	25439	Bachelor's degree	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Treasurer
6	Administrative Assistant II (Disbursing Officer II)	1091-45	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 Treasurer
7	Administrative Assistant II (Disbursing Officer II)	1091-47	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 Treasurer
8	Revenue Collection Clerk II	1091-35	7	17899	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Treasurer

9	Administrative Aide VI (Clerk III)	1091-70	6	16877	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Treasurer
10	Revenue Collection Clerk I	1091-38	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Treasurer
11	Administrative Aide IV (Cash Clerk I)	1091-50	4	14993	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Treasurer
12	Administrative Aide IV (Cash Clerk I)	1091-51	4	14993	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Treasurer
13	Administrative Aide III (Clerk I)	1091-12	3	14125	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Treasurer
14	Administrative Aide III (Clerk I)	1091-20	3	14125	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Treasurer
15	Administrative Aide III (Clerk I)	1091-13	3	14125	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Treasurer

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 23, 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
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](mailto:phrmo.rsp.quezon@gmail.com)

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