

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 29, 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 | Veterinarian III | 8721-20 | 19 | 49835 | Doctor of Veterinary Medicine | 8 hours of relevant training | 2 years of relevant experience | RA 1080 (Veterinarian) | | Office of the Provincial Veterinarian |
| 2 | Administrative Assistant III (Storekeeper III) | 8721-3 | 9 | 20402 | 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 |
| 3 | Nurse I | 4421-3-5 | 15 | 35097 | Bachelor of Science in Nursing | None Required | None Required | RA 1080 (Nurse) | | Bondoc Peninsula District Hospital |
| 4 | Social Welfare Officer I | 4421-3-37 | 11 | 25439 | Bachelor's degree in social work | None Required | None Required | RA 1080 (Social Worker) | | Bondoc Peninsula District Hospital |
| 5 | Administrative Aide III (Clerk I) | 4421-3-7 | 3 | 14125 | Completion of two years studies in college | None Required | None Required | CS Subprofessional; First Level Eligibility | | Bondoc Peninsula District Hospital |
| 6 | Chief of Hospital I | 4421-2-1 | 24 | 88410 | Doctor of Medicine | 8 hours of relevant training | 2 years of relevant experience | RA 1080 (Physician) | | Alabat Island District Hospital |

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 14, 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 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.