

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: _____ July 7, 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	Engineer IV	8751-79	22	71511	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080 (Civil Engineer)		Office of the Provincial Engineer
2	Administrative Officer II	8751-28	11	27000	Bachelor's degree relevant to the job	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Engineer
3	Construction and Maintenance Foreman	8751-138	8	19744	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC No. 10, s. 2013. Cat. III)		Office of the Provincial Engineer
4	Construction and Maintenance Foreman	8751-160	8	19744	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC No. 10, s. 2013. Cat. III)		Office of the Provincial Engineer
5	Draftsman I	8751-8	6	17553	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Draftsman or Illustrator(MC No. 10, s. 2013. Cat. II)		Office of the Provincial Engineer
6	Draftsman I	8751-9	6	17553	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Draftsman or Illustrator(MC No. 10, s. 2013. Cat. II)		Office of the Provincial Engineer
7	Administrative Aide VI (Utility Foreman)	8751-65	6	17553	Elementary School Graduate	None Required	None Required	None Required (MC. 10, s. 2013. Cat. III)		Office of the Provincial Engineer
8	Administrative Aide VI (Utility Foreman)	8751-195	6	17553	Elementary School Graduate	None Required	None Required	None Required (MC. 10, s. 2013. Cat. III)		Office of the Provincial Engineer

9	Carpenter II	8751-98	5	16543	Elementary School Graduate	None Required	None Required	Carpenter (MC. 10, s. 2013. Cat. II)	Office of the Provincial Engineer
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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 22, 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.