

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: _____ August 18, 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 Officer IV	4421-7-4	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional; Second Level Eligibility		Magsaysay Memorial District Hospital
2	Administrative Officer I (Cashier I)	4421-7-7	10	23176	Bachelor's degree	None Required	None Required	CS Professional; Second Level Eligibility		Magsaysay Memorial District Hospital
3	Nurse I	4421-7-53	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)		Magsaysay Memorial District Hospital
4	Nurse I	4421-7-51	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)		Magsaysay Memorial District Hospital
5	Nurse I	4421-7-62	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)		Magsaysay Memorial District Hospital
6	Administrative Officer V	1081-8	18	46725	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 Accountant
7	Administrative Officer V (Fiscal Examiner III)	1081-16	18	46725	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 Accountant
8	Administrative Officer IV (Fiscal Examiner II)	1081-23	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional; Second Level Eligibility		Office of the Provincial Accountant
9	Administrative Assistant III (Senior Bookkeeper)	1081-26	9	21211	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 Accountant
10	Administrative Assistant II (Accounting Clerk III)	1081-27	8	19744	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 Accountant

11	Administrative Aide IV (Accounting Clerk I)	1081-37	4	15586	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Accountant
12	Administrative Aide III (Clerk I)	1081-53	3	14678	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Accountant
13	Administrative Aide IV (Accounting Clerk I)	1081-55	4	15586	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Accountant
14	Administrative Aide IV (Accounting Clerk I)	1081-57	4	15586	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Accountant

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 September 2, 2023.

1. Fully accomplished and **NOTARIZED/SIGNED BY AN ADMINISTERING OFFICER Personal Data Sheet (PDS) with WORK EXPERIENCE SHEET** (if applicable) and recent
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.