

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: February 21, 2024

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	Medical Technologist II	4421-14-5	15	36619	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080 (Medical Technologist)		Quezon Provincial Hospital Network - Polillo
2	Provincial Government Assistant Department Head (Assistant Provincial Treasurer)	1091-3	24	90078	Holder of a college degree preferably in Commerce, Public Administration or Law	None Required	5 years experience in the treasury or accounting service	First grade civil service eligible or its equivalent		Office of the Provincial Treasurer
3	Accountant II	1091-7	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Accountant)		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 March 7, 2024.

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](http://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](mailto:phrmo.rsp.quezon@gmail.com)

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