

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: March 6, 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	Provincial Government Assistant Department Head (Assistant PESO Manager)	5999-1	24	90078	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None Required	4 years of supervisory/ management experience in program management relative to employment facilitation	Career Service (Professional) / Second Level Eligibility		Quezon Public Employment Service Office
2	Development Management Officer IV	1041-29	22	71511	Bachelors degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility		Office of the Provincial Planning and Development Coordinator
3	Disability Affairs Officer IV	7311-35	22	71511	Bachelor's degree	16 hours hours of relevant training on disability affairs	3 years of relevant experience on disability affairs	Career Service (Professional) / Second Level Eligibility		Provincial Social Welfare and Development Office

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 21, 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.**