

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: May 2, 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	Local Assessment Operations Officer I	1101-6	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional / Second Level Eligibility		Office of the Provincial Assessor
2	Local Assessment Operations Officer I	1101-7	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional / Second Level Eligibility		Office of the Provincial Assessor
3	Local Assessment Operations Officer I	1101-10	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional / Second Level Eligibility		Office of the Provincial Assessor
4	Local Assessment Operations Officer I	1101-42	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional / Second Level Eligibility		Office of the Provincial Assessor
5	Tax Mapper III	1101-28	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Provincial Assessor
6	Tax Mapper I	1101-30	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility		Office of the Provincial Assessor
7	Tax Mapper I	1101-31	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility		Office of the Provincial Assessor
8	Draftsman I	1101-34	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 Assessor
9	Administrative Aide VI (Clerk III)	1101-12	6	17553	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional / First Level Eligibility		Office of the Provincial Assessor
10	Administrative Aide III (Clerk I)	1101-13	3	14678	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional / First Level Eligibility		Office of the Provincial Assessor

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 May 17, 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;
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.