

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: June 14, 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 Officer III	4421-12-3	21	63997	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)		Quezon Provincial Hospital Network - Sampaloc
2	Chief of Hospital I	4421-2-1	24	90078	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080 (Physician)		Quezon Provincial Hospital Network - Alabat
3	Accountant I	4421-7-5	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (Accountant)		Quezon Provincial Hospital Network - Magsaysay (Lopez)
4	Nurse I	4421-7-55	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)		Quezon Provincial Hospital Network - Magsaysay (Lopez)
5	Administrative Aide VI (Storekeeper II)	4421-7-10	6	17553	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Quezon Provincial Hospital Network - Magsaysay (Lopez)
6	Laboratory Aide II	4421-7-71	4	15586	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013. Cat. III)		Quezon Provincial Hospital Network - Magsaysay (Lopez)
7	Community Development Assistant I	8731-20	7	18620	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Environment and Natural Resources Office
8	Administrative Officer V (Human Resource Management Officer III)	1032-6	18	46725	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional; Second Level Eligibility		Provincial Human Resource Management Office
9	Administrative Officer II (Human Resource Management Officer I)	1032-9	11	27000	Bachelor's Degree	None Required	None Required	CS Professional; Second Level Eligibility		Provincial Human Resource Management Office
10	Administrative Officer I (Cashier I)	4421-3-4	10	23176	Bachelor's Degree	None Required	None Required	CS Professional; Second Level Eligibility		Quezon Provincial Hospital Network - Bondoc Peninsula (Catanauan)
11	Nurse I	4421-3-35	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)		Quezon Provincial Hospital Network - Bondoc Peninsula (Catanauan)
12	Social Welfare Officer I	4421-3-37	11	27000	Bachelor's degree in social work	None Required	None Required	RA 1080 (Social Worker)		Quezon Provincial Hospital Network - Bondoc Peninsula (Catanauan)

13	Cook I	4421-3-45	3	14678	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013. Cat. III)		Quezon Provincial Hospital Network - Bondoc Peninsula (Catanauan)
14	Administrative Officer II (Fiscal Examiner I)	1081-9	11	27000	Bachelor's degree relevant to the job	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Accountant
15	Administrative Officer II (Fiscal Examiner I)	1081-17	11	27000	Bachelor's degree relevant to the job	None Required	None Required	CS Professional; Second Level Eligibility		Office of the Provincial Accountant
16	Accountant II	1081-18	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 Accountant
17	Accountant II	1081-21	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 Accountant
18	Accountant I	1081-22	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (Accountant)		Office of the Provincial Accountant
19	Administrative Officer IV (Fiscal Examiner II)	1081-24	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
20	Administrative Aide VI (Accounting Clerk II)	1081-30	6	17553	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Accountant
21	Administrative Aide VI (Accounting Clerk II)	1081-34	6	17553	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Accountant
22	Administrative Aide IV (Accounting Clerk I)	1081-47	4	15586	Completion of two years studies in college	None Required	None Required	CS Subprofessional; First Level Eligibility		Office of the Provincial Accountant
23	Administrative Assistant III (Senior Bookkeeper)	4421-1-11	9	21211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional; First Level Eligibility		Quezon Provincial Hospital Network - Quezon Medical Center
24	Administrative Officer I (Cashier I)	4421-2-4	10	23176	Bachelor's Degree	None Required	None Required	CS Professional; Second Level Eligibility		Quezon Provincial Hospital Network - Alabat
25	Administrative Assistant III (Senior Bookkeeper)	4421-2-5	9	21211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional; First Level Eligibility		Quezon Provincial Hospital Network - Alabat
26	Medical Officer III	4421-2-20	21	63997	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)		Quezon Provincial Hospital Network - Alabat

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 June 29, 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
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**  
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 PGDH-HRMO  
 Provincial Capitol Compound, Lucena City  
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[phrmo.rsp.quezon@gmail.com](mailto:phrmo.rsp.quezon@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**