

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: July 5, 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	Dentist II	4421-4-53	17	43030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)		Quezon Provincial Hospital Network - Claro M. Recto (Infanta)
2	Nursing Attendant I	4421-4-47	4	15586	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013. Cat. III)		Quezon Provincial Hospital Network - Claro M. Recto (Infanta)
3	Administrative Officer V (Budget Officer III)	1071-22	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		Provincial Budget Office
4	Administrative Officer IV (Budget Officer II)	1071-16	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Provincial Budget Office
5	Administrative Officer IV (Budget Officer II)	1071-24	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Provincial Budget Office
6	Nurse II	4421-14-4	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)		Quezon Provincial Hospital Network - Polillo
7	Chief of Hospital II	4421-7-1	25	102690	Doctor of Medicine	120 hours of supervisory/management learning and development intervention	5 years of supervisory /management experience	RA 1080 (Physician)		Quezon Provincial Hospital Network - Magsaysay (Lopez)
8	Administrative Aide III (Clerk I)	1081-51	3	14678	Completion of two years studies in college	None Required	None Required	Career Service (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 July 20, 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.