

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 22, 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	Nursing Attendant II	4421-8-36	6	17553	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013. Cat. III)		Quezon Provincial Hospital Network - Mauban
2	Nurse I	4421-8-34	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)		Quezon Provincial Hospital Network - Mauban
3	Administrative Assistant II (Human Resource Management Assistant)	1032-10	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Provincial Human Resource Management Office
4	Senior Tourism Operations Officer	1011-13-3	18	46725	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to the following: *Tourism Awareness and Capability Building Seminar for LGUs *Seminar on Disaster Risk Reduction and Management *Basic Tourism Statistics Training (BTST) *Local Tourism Guidebook Orientation and; *Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) / Second Level Eligibility		Provincial Tourism Office
5	Forester I	8731-10	11	27000	Bachelor's degree in Forestry	None Required	None Required	RA 1080 (Forester)		Environment and Natural Resources 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 August 6, 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.