

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: October 18, 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	Accountant I	4421-6-5	12	30705	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (Accountant)		Quezon Provincial Hospital Network - Gumaca
2	Administrative Officer I (Cashier I)	4421-6-6	10	24381	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		Quezon Provincial Hospital Network - Gumaca
3	Nurse III	4421-6-32	17	45138	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)		Quezon Provincial Hospital Network - Gumaca
4	Nurse IV	4421-6-31	19	53873	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080 (Nurse)		Quezon Provincial Hospital Network - Gumaca
5	Medical Officer III	4421-6-25	21	67005	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)		Quezon Provincial Hospital Network - Gumaca
6	Administrative Aide IV (Clerk II)	7999-7	4	16209	Completion of two years studies in college	None Required	None Required	Career Service(Subprofessional)/ First Level Eligibility		Provincial Gender and Development Office
7	Administrative Officer IV (Human Resource Management Officer II)	1032-7	15	38413	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Provincial Human Resource Management Office
8	Administrative Officer I (Records Officer I)	4421-4-40	10	24381	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		Quezon Provincial Hospital Network - Claro M. Recto (Infanta)

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 November 2, 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
pgrmo.rsp.quezon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.