

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 29, 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 II	1091-7	16	41616	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 Treasurer
2	Administrative Aide VI (Clerk III)	1091-60	6	18255	Completion of two years studies in college	None Required	None Required	Career Service(Subprofessional)/ First Level Eligibility		Office of the Provincial Treasurer
3	Revenue Collection Clerk I	1091-39	5	17205	Completion of two years studies in college	None Required	None Required	Career Service(Subprofessional)/ First Level Eligibility		Office of the Provincial Treasurer
4	Administrative Aide IV (Clerk II)	1091-16	4	16209	Completion of two years studies in college	None Required	None Required	Career Service(Subprofessional)/ First Level Eligibility		Office of the Provincial Treasurer
5	Administrative Aide III (Clerk I)	4421-4-6	3	15265	Completion of two years studies in college	None Required	None Required	Career Service(Subprofessional)/ First Level Eligibility		Quezon Provincial Hospital Network - Claro M. Recto (Infanta)
6	Chief of Hospital II	4421-6-1	25	121146	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 - Gumaca
7	Administrative Officer I (Records Officer I)	4421-6-39	10	24381	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		Quezon Provincial Hospital Network - Gumaca
8	Administrative Officer I (Records Officer I)	1071-5	10	24381	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility		Office of the Provincial Budget

9	Administrative Assistant II (Clerk IV)	1071-6	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service(Subprofessional)/ First Level Eligibility		Office of the Provincial Budget
10	Administrative Assistant II (Budgeting Assistant)	1071-18	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service(Subprofessional)/ First Level Eligibility		Office of the Provincial Budget
11	Administrative Aide IV (Budgeting Aide)	1071-20	4	16209	Completion of two years studies in college	None Required	None Required	Career Service(Subprofessional)/ First Level Eligibility		Office of the Provincial Budget

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 13, 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](http://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](mailto:phrmo.rsp.quezon@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**