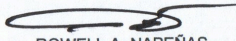


Republic of the Philippines  
**PGO QUEZON**  
Request for Publication of Vacant Positions

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:

November 19, 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	Administrative Officer II (Fiscal Examiner I)	1081-9	11	28512	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		Office of the Provincial Accountant
2	Administrative Officer II (Fiscal Examiner I)	1081-17	11	28512	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		Office of the Provincial Accountant
3	Accountant III	1081-13	19	53873	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Accountant)		Office of the Provincial Accountant
4	Midwife IV	4411-51	15	38413	Completion of the Midwifery Course	16 hours of relevant training	3 years of relevant experience	RA 1080 (Midwife)		Integrated Provincial Health Office
5	Midwife II	4411-57	11	28512	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)		Integrated Provincial Health Office
6	Administrative Assistant II (Clerk IV)	4411-10	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		Integrated Provincial Health Office
7	Administrative Aide IV (Clerk II)	4411-18	4	16209	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility		Integrated Provincial Health Office
8	Administrative Aide III (Clerk I)	4411-12	3	15265	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility		Integrated Provincial Health 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 December 4, 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.**