

Republic of the Philippines  
**PROVINCIAL GOVERNMENT OF QUEZON**  
Request for Publication of Vacant Position/s

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of the **PROVINCIAL GOVERNMENT OF QUEZON**, in the CSC Website:

**Ma. Elisa O. Robles**  
Supervising Administrative Officer (HRMO IV)

Date: Monday, July 23, 2018

No.	POSITION TITLE	OFFICE/HOSPITAL	PLANTILLA Item No.	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY (in Php)	QUALIFICATION STANDARDS					PLACE OF ASSIGNMENT
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)	
1	1 Community Affairs Officer II	Provincial Gender and Development Office	1608	15	PHP 27,565.00	Bachelor's Degree	1 year relevant experience	4 hours relevant	CS (Professional), 2nd Level Eligibility		
2	1 Administrative Aide III (Utility Worker II)	Provincial Gender and Development Office	1613	3	PHP 11,387.00	Must be able to read and write	None Required	None Required	None Required (MC. 11, s. 96. Cat. 3)		
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X										<i>Plantilla:</i>	<i>Annual Plantilla 2018 (3rd Tranche- SB1-)</i>

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 Monday, August 13, 2018

1. Fully accomplish (Personal Data Sheet (PDS) with recent passport -sized picture (CS Form No. 212, Revised 2017) & Work Experience Sheet (Application intended for Promotion or Positions Required relevant Experience) Downloadable at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Performance Rating or (IPCR) in the present position for one (1) year (if applicable);
3. Photocopy of **Certificate of Eligibility / Rating License**; and
4. Photocopy of **Transcript of Records (TOR)** (if applicable)

QUALIFIED APPLICANTS are advised to hand in or send through courier / e-mail their application to:

Hon. **David C. Suarez**  
Provincial Governor

Thru: **Ms. Ma. Elisa O. Robles**  
Human Resource Management  
Provincial Governor's Annex Bldg.

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