

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PGO QUEZON in the CSC website:

Ma. Elisa O. Robles  
(Supervising Administrative Officer - HRMO IV)  
Date: 7/25/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Agricultural Center Chief II	1691	20	43250	Bachelor's Degree	8 hours of related Training	2 years relevant Experience	2nd Level (Professional)	N/A	Office of the Provincial Agriculturist
2	Administrative Assistant II (Administrative Assistant)	1622	8	15818	Completion of two years studies in college	4 hours relevant Training	1 year relevant Experience	1st Level (CS Sub Professional)	N/A	Office of the Provincial Agriculturist

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 15, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture & Work Experience Sheet for application intended for Promotion or Positions requiring Relevant Experience (CS Form No. 212, Revised 2017) which can be downloaded 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.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Ma. Elisa O. Robles**  
Supervising Administrative Officer (HRMO IV)  
Human Resource Management Office  
[hrmo@quezon.gov.ph](mailto:hrmo@quezon.gov.ph)

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