

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: Tuesday, June 26, 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 Laborer I	Provincial General Services Office	285	1	PHP 9,981.00	Must be able to read and write	None Required	None Required	None Required (MC. 11, s. 96. Cat. 3)		
2	1 Administrative Officer III (Supply Officer II)	Integrated Provincial Health Office	540	14	PHP 25,290.00	Bachelor's Degree	1 year relevant experience	4 hours relevant	CS (Professional), 2nd Level Eligibility		
3	1 Administrative Aide II (Construction and Maintenance Man)	Bondoc Peninsula District Hospital	1053	2	PHP 10,667.00	Elementary School Graduate	None Required	None Required	None Required (MC. 11, s. 96. Cat. 3)		
4	1 Community Affairs Officer II	Provincial Gender and Development Office	1605	15	PHP 27,565.00	Bachelor's Degree	1 year relevant experience	4 hours relevant	CS (Professional), 2nd Level Eligibility		
5	1 Administrative Aide III (Utility Worker II)	Provincial Gender and Development Office	1598	3	PHP 11,387.00	Must be able to read and write	None Required	None Required	None Required (MC. 11, s. 96. Cat. 3)		
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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, July 16, 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
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**