



# CSC DOS WEB APP

**Agency :** PGO QUIRINO | Region II

**Place of Assignment :** Quirino Province Medical Center

**Position Title :** Administrative Aide IV (Bookbinder II)

**Plantilla Number :** 13.34

**Salary/Job/Pay Grade :** 4

**Monthly Salary :** Php 15586

**Eligibility :** None Required (MC II, s.96-Cat.III)

**Education :** Elementary School Graduate

**Training :** None Required

**Work Experience :** None Required

**Competency :** None

**Instruction/Remarks :**

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 September 22, 2024.

**Documents:**

1. Fully accomplished Personal Data Sheet (PDS) with 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; and
4. Photocopy of Transcript of Records.

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

VILLAMOR T. BACANI

**Provincial Human Resource Management Officer**

Capitol Hills, Cabarroguis, Quirino

PGO QUIRINO

[bacani.villamor@yahoo.com](mailto:bacani.villamor@yahoo.com)

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

**Posting Date :** 2024-09-06

**Closing Date :** 2024-09-22

