Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines CGO BACOOR, CAVITE Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BACOOR, CAVITE in the CSC website:

NAT	IVIDAD LUDWIG I. OPLE							
HRMO								
Date:	29-Oct-18							

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Tourism Operations Officer I	71	11	20179	Bachelor'sdegree relevant to the job	None required	None required	CS Professional	n/a	Office of the City Mayor- Tourism Operations
2	Administrative Assistant II (Human Resources Management Assistant)	180	8	16282	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprofessional	n/a	Human Resources and Devt Management Dept
	Assistant)									

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 November 16, 2018.

- 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;
- 2. Performance rating 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:

NATIVIDAD LUDWIG I. OPLE

City Govt. Dept Head I

Bacoor Government Center, Bacoor Blvd

Brgy Bayanan, City Of Bacoor, Cavite

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.