

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO BACOR, CAVITE in the CSC website:

**Natividad Ludwig I. Ople**  
**HRMO**

Date: 24-Feb-20

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Licensing Officer II	52	15	30531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional	n/a	Office of the City Mayor/ Business Permit and Licensing Office
2	License Inspector I	58	6	14847	Completion of two years studies in college	None required	None required	CS Subprofessional	n/a	Office of the City Mayor/ Business Permit and Licensing Office
3	Administrative Aide IV (Clerk II)	61	4	13214	Completion of two years studies in college	None required	None required	CS Subprofessional	n/a	Office of the City Mayor/ Business Permit and Licensing Office
4	Administrative Aide III (Clerk I)	64	3	12466	Completion of two years studies in college	None required	None required	CS Subprofessional	n/a	Office of the City Mayor/ Business Permit and Licensing Office

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 March 10, 2020.

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:

**Natividad Ludwig I. Ople**  
City Government Department Head I  
Bacoor Government Center, Bacoor Blvd  
Brgy Bayanan, City of Bacoor, Cavite

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.