

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: 16-Jul-19

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Administrative Aide II (Bookbinder I)	746	2	11761	Elementary School graduate	None required	None required	None required (MC 11,s.96-Cat III)	n/a	City of Bacoor/ Office of the City Vice-Mayor
6	Administrative Aide I (Utility Worker I)	756	1	11068	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat III)	n/a	City of Bacoor/ Office of the City Vice-Mayor
7	Local Legislative Staff Assistant I	129	6	14847	Completion of two years studies in college	None required	None required	CS Subprofessional(First Level Eligibility)	n/a	City of Bacoor/ Office of the Sangguniang Panlungsod
8	Local Legislative Staff Assistant I	134	6	14847	Completion of two years studies in college	None required	None required	CS Subprofessional(First Level Eligibility)	n/a	City of Bacoor/ Office of the Sangguniang Panlungsod

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 5, 2019_

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 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 Govt. Dept Head I

Bacoor Government Center, Bacoor Blvd

Brgy Bayanan, City Of Bacoor, Cavite

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.