

Republic of the Philippines
CGO BACOOR, 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 BACOOR, CAVITE in the CSC website:

NATIVIDAD LUDWIG I. OPLE

HRMO

Date: 14-Nov-22

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	Administrative Assistant II (Labor General Foreman)	919	8	18998	High School graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11 s.96-Cat III)	n/a	Office of the City Mayor
2	Administrative Officer V (Administrative Officer III)	832	18	45203	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional	n/a	Housing, Urban Development and Resettlement Department

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 29, 2022.

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 Gov't Department Head I

Bacoor Government Center Brgy Bayanan, Bacoor
Blvd, City of Bacoor, Cavite

mail@bacoorhrdmdrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

