

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: July 2, 2024

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	City Government Assistant Department Head I	731	23	80,003	Bachelor's degree preferably relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility ; Preferably RA 1080 (Civil Engineer or Geodetic Engineer)	n/a	City of Bacoor/ Zoning and Land Development Department

Interested and qualified applicants should signify their interest in writing and fill out the application form below. Please also attach the following documents to the application letter and send to the address/form below not later than July 17, 2024. This office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those with diverse sexual orientation, gender and identity expression (SOGIE) to apply.

1. Fully accomplished and notarized 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.
5. Letter of Intent

**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 @ [hrdmd@bacoor.gov.ph](mailto:hrdmd@bacoor.gov.ph)

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