

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

NATIVIDAD LUDWIG I. OPLE

HRMO

Date: August 23, 2022

No.	Position Title (Parentetical 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 I (Audio-Visual Equipment Operator III)	795	7	17899	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Audio-Visual Equipment Operator/ Technician (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II)	n/a	City of Bacoor/ City Information Office
2	Administrative Assistant I (Photographer II)	796	7	17899	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Photographer (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II)	n/a	City of Bacoor/ City Information Office

3	Audio Visual Equipment Operator I	859	3	14125	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Audio-Visual Equipment Operator/ Technician (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II)	n/a	City of Bacoor/ City Information Office
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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 September 7, 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.

