

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: January 04, 2019

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	Assessment Clerk II	311	6	14847	Completion of two years studies in college	None required	None required	CS Subprofessional	n/a	Office of the City Assessor
2	Assessment Clerk I	313	4	13214	Completion of two years studies in college	None required	None required	CS Subprofessional	n/a	Office of the City Assessor
3	Assessment Clerk II	318	6	14847	Completion of two years studies in college	None required	None required	CS Subprofessional	n/a	Office of the City Assessor
4	Tax Mapping Aide	323	4	13214	High School Graduate or Completion of relevant vocational or trade course	None required	None required	None required (MC11 s.96- Cat III)	n/a	Office of the City Assessor
5	Administrative Assistant VI (Computer Operator III)	724	12	22938	Completion of two years studies in college or High School graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	CS Subprofessional Data Encoder(MC11 s.96-Cat I)	n/a	Office of the City Assessor

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 January 22, 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 Government Department Head I

Bacoor Government Center, Bacoor Blvd

Brgy Bayanan, City Of Bacoor, Cavite

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.