

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: 30-Apr-21

No.	Position Title	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 (Bookbinder III)	855	7	16458	Elementary School graduate	None required	None required	None required (MC 11, s. 96- Cat III)	n/a	City of Bacoor / Human Resources Devt and Mngt
2	Administrative Assistant I (Reproduction Machine Operator III)	856	7	16458	Elementary School graduate	None required	None required	None required (MC 11, s. 96- Cat III)	n/a	City of Bacoor / Human Resources Devt and Mngt
3	Administrative Assistant V (Data Controller III)	179	11	22316	Completion of two years studies in college or HS graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	CS Subprofessional Data Encoder (MC 11s.96-Cat I)	n/a	City of Bacoor / Human Resources Devt and Mngt
4	Administrative Aide VI (Clerk III)	857	6	15524	Completion of two years studies in college	None required	None required	CS Subprofessional	n/a	City of Bacoor / Human Resources Devt and Mngt

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 May 15, 2021.

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 Blvd, City of Bacoor, Cavite

mail@hrdmd_recruitment@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.