

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: November 3, 2023

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 Department Head I*	260	25	102,690	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	5 years experience in treasury or accounting service	RA 1080, as amended, (CPA)	n/a	City of Bacoor/ Office of the City Accountant
2	City Government Assistant Department Head I	570	23	80,003	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/ Office of the City Accountant
3	Administrative Officer V (Administrative Officer III)	528	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/ Office of the City Accountant
4	Administrative Officer V (Administrative Officer III)	529	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/ Office of the City Accountant

5	Administrative Assistant V (Data Controller III)	535	11	27,000	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/ Office of the City Accountant
6	Administrative Officer II (Administrative Officer I)	262	11	27,000	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/ Office of the City Accountant
7	Administrative Assistant II (Accounting Clerk III)	266	8	19,744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/ Office of the City Accountant
8	Administrative Aide VI (Accounting Clerk II)	268	6	17,553	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/ Office of the City Accountant
9	Administrative Aide IV (Accounting Clerk I)	270	4	15,586	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/ Office of the City Accountant
10	Administrative Aide IV (Bookbinder II)	705	4	15,586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	n/a	City of Bacoor/ Office of the City Accountant

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 November 18, 2023. 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;
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. Application form link: <https://forms.gle/LUfLtUnj7uJ1E9wP6>

*Must be a resident of Bacoor, Cavite in accordance to the Local Government Code of 1991

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

<https://forms.gle/LUfLtUnj7uJ1E9wP6>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.