

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 (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	City Government Department Head I*	308	25	102,690	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce, or any other related course	None Required	5 years experience in real property assessment work or any related field	RA 1080, as amended, (Real Estate Appraiser)	n/a	City of Bacoor/Office of the City Assessor
2	City Government Assistant Department Head I	574	23	80,003	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce, or any other related course	None Required	3 years experience in real property assessment work or in any related field	RA 1080, as amended, (Real Estate Appraiser)	n/a	City of Bacoor/Office of the City Assessor
3	Assessment Clerk II	311	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 Assessor

4	Assessment Clerk I	314	4	15,586	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 Assessor
5	Assessment Clerk III	317	9	21,211	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 Assessor
6	Tax Mapper I	319	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility or equivalent	n/a	City of Bacoor/Office of the City Assessor
7	Tax Mapping Aide	323	4	15,586	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 Assessor
8	Administrative Assistant II (Clerk IV)	723	8	19,744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/Office of the City Assessor
9	Administrative Assistant VI (Computer Operator III)	724	12	29,165	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/ Data Encoder (MC. 11 s. 96 - Cat. I)	n/a	City of Bacoor/Office of the City Assessor

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](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. 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**

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City Gov't Department Head I

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Bacoor Government Center Brgy Bayanan, Bacoor  
Blvd, City of Bacoor, Cavite

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<https://forms.gle/LUfLtUnj7uJ1E9wP6>

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