

Republic of the Philippines  
**CGO BACoor, 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 BACoor, 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*	562	25	102,690	Bachelor's degree	32 hours of training in management and supervision	5 years in position involving management and supervision	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/Business Permit and Licensing Department
2	Licensing Officer II	51	15	36,619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/Business Permit and Licensing Department
3	License Inspector II	55	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/Business Permit and Licensing Department
4	License Inspector I	59	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/Business Permit and Licensing Department

5	Administrave Aide VI (Data Controller I)	60	6	17,553	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional ) Data Encoder (MC 11,S.96-Cat. I) First Level Eligibility	n/a	City of Bacoor/Business Permit and Licensing Department
6	Administrative Aide IV (Clerk II)	62	4	15,586	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/Business Permit and Licensing Department
7	Administrative Officer IV (Fiscal Examiner II )	66	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/Business Permit and Licensing Department

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**

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.**