

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	Senior Administrative Assistant II (Computer Operator IV)	612	14	33843	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Sub- Professional)/ First Level Eligibility/ Data Encoder (CSC MC11, s. 1996 cat. I)	n/a	City of Bacoor/Office of the City Treasurer
2	Administrative Assistant V (Data Controller III)	279	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/ Data Encoder Eligibility	n/a	City of Bacoor/Office of the City Treasurer
3	Administrative Aide IV (Reproduction Machine Operator II)	720	4	15586	Elementary School Graduate	None required	None required	None required (CSC-MC 10 s. 2013 Cat. III)	n/a	City of Bacoor/Office of the City Treasurer
4	Local Revenue Collection Officer III	285	18	46725	Bachelor's degree	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 Treasurer

5	Local Revenue Collection Officer III	286	18	46725	Bachelor's degree	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 Treasurer
6	Local Revenue Collection Officer I	288	11	27,000	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/Office of the City Treasurer
7	Revenue Collection Clerk II	293	7	18620	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 Treasurer
8	Revenue Collection Clerk II	295	7	18620	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 Treasurer
9	Revenue Collection Clerk II	296	7	18620	Completion of two 2 years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/Office of the City Treasurer
10	Administrative Officer V (Cashier III)	302	18	46725	Bachelor's degree	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 Treasurer
11	Administrative Officer III (Cashier II)	303	14	33843	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/Office of the City Treasurer
12	Administrative Officer I (Cashier I)	304	10	23176	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/Office of the City Treasurer
13	Administrative Assistant II (Disbursing Officer II)	305	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 Treasurer

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>

**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.**