

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*	931	25	102,690	Bachelor's degree preferably relevant to the job	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/E- Governance Department
2	City Government Assistant Department Head I	932	23	80,003	Bachelor's degree preferably relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E- Governance Department
3	Administrative Officer V	933	18	46,725	Bachelor's degree preferably relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E- Governance Department
4	Administrative Officer II	934	11	27,000	Bachelor's degree preferably relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E- Governance Department
5	Administrative Aide IV	935	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/E- Governance Department

6	Administrative Aide IV	936	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/E-Governance Department
7	Administrative Officer II	937	11	27,000	Bachelor's degree preferably relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E-Governance Department
8	Administrative Aide IV	938	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/E-Governance Department
9	Administrative Aide IV	939	4	15,586	Completion of 2 years studies in college	None required	None required	CSC Sub-professional/ First Level Eligibility	n/a	City of Bacoor/E-Governance Department
10	Administrative Officer V	940	18	46,725	Bachelor's degree	8 hours relevant training	2 years of relevant experience	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/E-Governance Department
11	Administrative Officer II	941	11	27,000	Bachelor's degree preferably relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E-Governance Department
12	Administrative Aide IV	942	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/E-Governance Department
13	Administrative Aide IV	943	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/E-Governance Department
14	Administrative Officer II	944	11	27,000	Bachelor's degree preferably relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E-Governance Department

15	Administrative Aide IV	945	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/E-Governance Department
16	Administrative Aide IV	946	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/E-Governance Department
17	Administrative Officer V	947	18	46,725	Bachelor's degree preferably relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E-Governance Department
18	Administrative Officer II	948	11	27,000	Bachelor's degree preferably relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E-Governance Department
19	Administrative Aide IV	949	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/E-Governance Department
20	Administrative Aide IV	950	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/E-Governance Department
21	Administrative Officer II	951	11	27,000	Bachelor's degree preferably relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E-Governance Department
22	Administrative Aide IV	952	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/E-Governance Department
23	Administrative Aide IV	953	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/E-Governance Department

24	Administrative Officer V	954	18	46,725	Bachelor's degree preferably relevant to the job	8 hours relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E-Governance Department
25	Administrative Officer II	955	11	27,000	Bachelor's degree preferably relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E-Governance Department
26	Administrative Aide IV	956	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/E-Governance Department
27	Administrative Aide IV	957	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/E-Governance Department
28	Administrative Officer II	958	11	27,000	Bachelor's degree preferably relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/E-Governance Department
29	Administrative Aide IV	959	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/E-Governance Department
30	Administrative Aide IV	960	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/E-Governance 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 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.

