

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	Administrative Officer V (Administrative Officer III)	763	18	46,725	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Sec ond Level Eligibility	n/a	City of Bacoor/General Services Office
2	Administrative Officer III (Supply Officer II)	212	14	33,843	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Sec ond Level Eligibility	n/a	City of Bacoor/General Services Office
3	Administrative Assistant II (Labor General Foreman)	215	8	19,744	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013- Cat. III)	n/a	City of Bacoor/General Services Office
4	Administrative Aide III (Driver I)	224	3	14,678	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s.2013- Cat IV)	n/a	City of Bacoor/General Services Office
5	Administrative Aide III (Utility Worker II)	227	3	14,678	Must be able to read and write	None required	None required	None required (MC 10, s. 2013- Cat. III)	n/a	City of Bacoor/General Services Office

6	Administrative Aide I (Utility Worker I)	231	1	13,000	Must be able to read & write	None required	None required	None required (MC 10, s. 2013-Cat. III)	n/a	City of Bacoor/General Services Office
7	Administrative Aide I (Utility Worker I)	769	1	13,000	Must be able to read & write	None required	None required	None required (MC 10, s. 2013-Cat. III)	n/a	City of Bacoor/General Services Office
8	Administrative Aide I (Utility Worker I)	770	1	13,000	Must be able to read & write	None required	None required	None required (MC 10, s. 2013-Cat. III)	n/a	City of Bacoor/General Services Office
9	Laborer II (Administrative Aide III)	238	3	14,678	Must be able to read and write	None required	None required	None required (MC 10, s. 2013-Cat. III)	n/a	City of Bacoor/General Services Office
10	Cemetery Caretaker	249	2	13,819	Must be able to read and write	None required	None required	None required (MC 10, s. 2013-Cat. III)	n/a	City of Bacoor/General Services Office

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>

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.