

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 ( <b>Parentetical Title, if applicable</b> )	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Attorney III	327	21	63,997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	n/a	City of Bacoor/City Legal Office
2	Attorney III	328	21	63,997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	n/a	City of Bacoor/City Legal Office
3	Legal Assistant I	331	10	23,176	Bachelor of Science in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/City Legal Office

4	Legal Assistant I	332	10	23,176	Bachelor of Science in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/City Legal Office
5	Legal Aide	337	5	16,543	Completion of 2 years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/City Legal 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](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**  
 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.**