

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	Administrative Aide III (Clerk I)	41	3	14,678	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 Mayor
2	Public Services Officer I	35	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 Mayor
3	Administrative Aide II (Reproduction Machine Operator I)	73	2	13,819	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	n/a	City of Bacoor/Office of the City Mayor
4	Cooperatives Development Specialist I	74	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/Office of the City Mayor
5	Administrative Assistant III (Mechanic III)	490	9	21,211	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Automotive Servicing (MC 10, s. 2013 - Cat. III) or Mechanic (MC 11 s.96 Cat. II)	n/a	City of Bacoor/Office of the City Mayor

6	Administrative Aide VI (Mechanic II)	491	6	17,553	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Automotive Servicing (MC 10, s. 2013 Cat. III) or Mechanic (MC 11 s.96 Cat. II)	n/a	City of Bacoor/Office of the City Mayor
7	Mechanic II	605	6	17,553	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Automotive Servicing (MC 10, s. 2013 Cat. III) or Mechanic (MC 11 s.96 Cat. II)	n/a	City of Bacoor/Office of the City Mayor
8	Administrative Officer V	685	18	46,725	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 Mayor
9	Administrative Aide VI (Clerk III)	689	6	17,553	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/Office of the City Mayor
10	Administrative Aide IV (Clerk II)	690	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/Office of the City Mayor
11	Administrative Aide IV (Clerk II)	691	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/Office of the City Mayor
12	Administrative Assistant II (Labor General Foreman)	919	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/Office of the City Mayor
13	Painter I	920	3	14,678	Elementary School Graduate	None required	None required	Painter (MC 10, s. 2013 Cat. III)	n/a	City of Bacoor/Office of the City Mayor
14	Painter I	921	3	14,678	Elementary School Graduate	None required	None required	Painter (MC 10, s. 2013 Cat. III)	n/a	City of Bacoor/Office of the City Mayor

15	Plumber I	922	3	14,678	Elementary School Graduate	None required	None required	Plumber (MC 10, s. 2013 - Cat. III)	n/a	City of Bacoor/Office of the City Mayor
16	Plumber I	923	3	14,678	Elementary School Graduate	None required	None required	Plumber (MC 10, s. 2013 - Cat. III)	n/a	City of Bacoor/Office of the City Mayor
17	Carpenter I	924	3	14,678	Elementary School Graduate	None required	None required	Carpenter (MC 10, s. 2013 - Cat. III)	n/a	City of Bacoor/Office of the City Mayor
18	Carpenter I	925	3	14,678	Elementary School Graduate	None required	None required	Carpenter (MC 10, s. 2013 - Cat. III)	n/a	City of Bacoor/Office of the City Mayor
19	Mechanic III	926	9	21,211	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Automotive Servicing (MC 10, s. 2013 - Cat. III) or Mechanic (MC 11 s.96 Cat. II)	n/a	City of Bacoor/Office of the City Mayor
20	Mechanic I	927	4	15,586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Automotive Servicing (MC 10, s. 2013 - Cat. III) or Mechanic (MC 11 s.96 Cat. II)	n/a	City of Bacoor/Office of the City Mayor
21	Mechanic I	928	4	15,586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Automotive Servicing (MC 10, s. 2013 - Cat. III) or Mechanic (MC 11 s.96 Cat. II)	n/a	City of Bacoor/Office of the City Mayor
22	Welder I	929	4	15,586	Elementary School Graduate	None required	None required	Welder (MC 10, s. 2013 - Cat. III)	n/a	City of Bacoor/Office of the City Mayor
23	Welder I	930	4	15,586	Elementary School Graduate	None required	None required	Welder (MC 10, s. 2013 - Cat. III)	n/a	City of Bacoor/Office of the City Mayor

24	Local Youth Development Officer III	976	18	46,725	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 Mayor
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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.**

