Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 position	s, which are authorized to be filled, at the CGO BACOOR	, CAVITE in the CSC website:

NATI	NATIVIDAD LUDWIG I. OPLE				
	HRMO				
Date:	November 3, 2023				

	Position T	Position Title (Parenthetical Title, if applicable) Plantilla Ite	D. (3) 1	Salary/	Job/ Monthly Pay Salary	Qualification Standards					
No.						Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
	City Govern 1 Assistar Department	nt	785	23	80,003	Bachelor's degree preferably in any of the following areas: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	3 years of experience in program management relative to employment facilitation	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/Public Employment Service Office

2	Labor and Employment Officer I	81	11	27,000	Bachelor's degree preferably in any of the following areas: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	None required	Career Service Professional/ Second Level Eligibility	n/a	City of Bacoor/Public Employment Service Office
3	Labor and Employment Assistant	82	8	19,744	Completion of 2 years studies in college	4 hours of relevant training on employment facilitation	1 year experience in employment facilitation	Career Service Subprofessional/ First Level Eligibility	n/a	City of Bacoor/Public Employment Service 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.