


Republic of the Philippines  
LGU - ORMOG CITY  
Request for the Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - Ormoc in the CSC website

  
RICHARD I. GOMEZ  
(Head of Agency)

Date: August 16, 2018

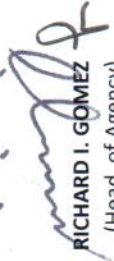
No.	POSITION TITLE	Plantilla Item No.	Salary/Job Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ACCOUNTANT I	192	SG-12	265,788.00	Bachelors degree in Commerce /Business Administration major in Accounting	NONE REQUIRED	NONE REQUIRED	RA 1080		OFFICE OF THE CITY ACCOUNTING
2	ADMINISTRATIVE OFFICER V (Fiscal Examiner III)	193/194	SG-18	457,020.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	Eight(8) hours relevant training	TWO(2)years relevant experience	CS PROFESSIONAL,2ND LEVEL ELIGIBILITY		OFFICE OF THE CITY ACCOUNTING
3	ADMINISTRATIVE OFFICER IV (FISCAL EXAMINER II)	209	sg-15	348,120.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	Four(4) hours relevant training	One(1)year relevant experience	CS PROFESSIONAL,2ND LEVEL ELIGIBILITY		OFFICE OF THE CITY ACCOUNTING
4	SUPERVISING ADMINISTRATIVE OFFICER ( MANAGEMENT & AUDIT ANALYST IV)	207	SG-22	704,604.00	MASTER'S DEGREE OR CERTIFICATE OF LEADERSHIP AND MANAGEMENT FROM CSC	40 hrs. of supervisory/ Management learning & development intervention undertaken within the last 5yrs	FOur (4) years Supervisory /Management experience	CS PROFESSIONAL/ 2ND level eligibility		OFFICE OF THE CITY ACCOUNTING
5	ADMINISTRATIVE AIDE VI (Accounting Clerk II)	213	sg-6	172,080.00	Completion of two(2) yrs. Studies in college	NONE REQUIRED	NONE REQUIRED	CS SUB-PROFESSIONAL, 1ST LEVEL ELIGIBILITY		OFFICE OF THE CITY ACCOUNTING



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					Education	Training	Experience	Eligibility		
11	NURSE II	405/407	SG-15	348,120.00	BACHELOR'S DEGREE IN NURSING	Four(4) hours relevant training	One(1)year relevant experience	RA 1080		CITY HEALTH OFFICE
12	NURSE III	402/ 403/ 404	SG-17	417,372.00	BACHELOR'S DEGREE IN NURSING	Four(4) hours relevant training	One(1)year relevant experience	RA 1080		CITY HEALTH OFFICE
13	MIDWIFE III	419/ 421/422 / 423/425 /426	SG-13	290,688.00	COMPLETION OF MIDWIFERY COURSE	EIGHT(8) HOURS OF RELEVANT TRAINING	TWO(2)YEARS OF RELEVANT EXPERIENCE	RA 1080		CITY HEALTH OFFICE
14	MIDWIFE II	434	SG-11	242,148.00	COMPLETION OF MIDWIFERY COURSE	FOUR(4) HOURS OF RELEVANT TRAINING	ONE(1)YEAR OF RELEVANT EXPERIENCE	RA 1080		CITY HEALTH OFFICE

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later August 28, 2018

1. Fully accomplished Personal Data (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 present position for one (1) year (if applicable)
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS ARE ADVISED TO HAND IN OR SEND THROUGH COURIER/EMAIL THEIR APPLICATION TO:

RICHARD I. GOMEZ

CITY MAYOR

City Government of Ormoc

[hrlmgu@yahoo.com](mailto:hrlmgu@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.