



Republic of the Philippines
LGU - ORMOC CITY
Request for the 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 LGU -ORMOC in the CSC website:

For 
ADELAIDA H. BIACOLO

City Government Assistant Department Head (HRMO)

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	ADMINISTRATIVE OFFICER V	379	SG-18	487,644.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT(8) HRS.OF RELEVANT TRAINING	TW (2)YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		CITY HEALTH DEPARTMENT
2	ADMINISTRATIVE OFFICER II	380	SG-11	249,048.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		CITY HEALTH DEPARTMENT
3	MEDICAL OFFICER III	417	SG-18	487,644.00	DOCTOR OF MEDICINE	NONE REQUIRED	NONE REQUIRED	RA 1080		CITY HEALTH DEPARTMENT
4	REGISTRATION OFFICER IV	280	SG-22	487,644.00	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		City Civil Registration
5	PUBLIC SERVICES OFFICER I	326	SG-11	249,048.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		GENERAL SERVICES DEPT.
6	DRAFTSMAN I	260	SG-6	178,164.00	Completion of two(2) years studies in college or High School grad. w/ relevant vocational/trade course	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL, DRAFTSMAN OR ILLUSTRATOR (MC 11 S.96 CAT. I)		City Planning & Development office
7	STATISTICIAN I	263	SG-11	249,048.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL		City Planning & Development office
8	COMMUNITY AFFAIRS ASSISTANT II	46/47/49	sg-8	201,096.00	Completion of two(2) years studies in college or High School grad. w/ relevant vocational/trade course	Four(4) hours of relevant training	One (1) year of relevant experience	Relevant Mc.s. 1996 Career Service (Subprofessional) First Level elig.		Public Affairs Information Office



Electronic copy to be submitted to the CSC FO
MUST BE IN MS EXCEL FORMAT

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[Signature]
ADELHDA H. BIACOLO
City Government Assistant Department Head (HRMO)
Jan-19

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					Education	Training	Experience	Eligibility		
9	COMPUTER OPERATOR I	131	SG-7	188,856.00	Completion of two year studies in college or High School grad. With relevant vocational trade course	NONE REQUIRED	NONE REQUIRED	Relevant MC 11s.1996 Career Service Subprofessional/ first level elig.		SANGUNIANG PANLUNGSOD
10	REGISTRATION OFFICER IV	280	SG-22	783,828.00	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		CITY LOCAL CIVIL REGISTRAR
11	PUBLIC SERVICES OFFICER I	326	SG-11	249,048.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		GENERAL SERVICES DEPT.
12	ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)	249	SG-18	487,644.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) yrs. Of relevant experience	CS Professional, 2nd level		Budget office
13	ADMINISTRATIVE AIDE IV (AIDE)	247	SG-4	158,568.00	Completion of two years studies in college	None Required	None Required	CS Subprof. 1st. Level eligibility.		Budget office
14	DRAFTSMAN I	260	SG-6	178,164.00	Completion of two(2) years studies in college or High School grad. w/ relevant vocational/trade course	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL, DRAFTSMAN OR ILLUSTRATOR (MC 11 S.96 CAT. I)		City Planning & Development office
15	STATISTICIAN I	263	SG-11	249,048.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL		City Planning & Development office
16	SENIOR LABOR & EMPLOYMENT OFFICER	374	SG-19	543,228.00	BACHELOR'S DEGREE	8 HRS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		PESO
17	LABOR & EMPLOYMENT OFFICER I	375	SG-11	249,048.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		PESO
18	LABOR & EMPLOYMENT ASSISTANT	376	SG-8	201,096.00	COMPLETION OF TWO YRS. COLLEGE STUDIES IN COLLEGE	4HRS. OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL, 1ST LEVEL ELIGIBILITY		PESO



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ADELAIDA H. BIACOLO
City Government Assistant Department Head (HRMO)

No.	POSITION TITLE	Plantilla Item No.	Salary/Job by Pay Grade	Annual Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
19	MARKET SUPERVISOR IV	684	SG-22	783,828.00	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		Market Office	
20	MARKET SUPERVISOR III	685	SG-18	487,644.00	BACHELOR'S DEGREE	Eight hours of relevant training	Two years of relevant experience	CS Professional, 2ND level eligibility		Market Office	
21	ENGINEER II	79/80	SG-16	403,008.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	Four(4) hours relevant training	ONE(1) year relevant experience	RA 1080		OBO	
22	ENGINEER II	346	sg-16	403,008.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	Four(4) hours relevant training	ONE(1) year relevant experience	RA 1080		GSD	
23	ENGINEER II	600/605	SG-16	403,008.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	Four(4) hours relevant training	ONE(1) year relevant experience	RA 1080		CEO	
24	CITY GOVERNMENT DEPARTMENT HEAD I (CSWD Officer)	534	SG-25	1,140,996.00	BACHELOR'S DEGREE IN SOCIAL WORK OR BACHELOR'S DEGREE PREFERABLY IN SOCIOLOGY OR ANY RELATED COURSE	NONE REQUIRED	FIVE (5) YEARS RELEVANT EXPERIENCE	RA 1080		CSWD	



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ADELAIDA H. BIACOLO
City Government Assistant Department Head (HRMO)

No.	POSITION TITLE	Plantilla Item No.	Salary/Job Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
25	TRANSPORTATION REGULATION OFFICER II	706/707	SG-15	366,372.00	Bachelor's Degree relevant to the job	Four(4) hours relevant training	ONE(1)year relevant experience	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		TERMINAL
26	CITY GOVERNMENT ASSISTANT DEPT. HEAD I (Assistant City Legal Officer)	305	SG-23	885,732.00	Bachelor of Laws	120HRS of supervisory/management learning and development intervention undertaken within the last 5 yrs.	5 yrs of supervisory/management experience	RA 1080		City Legal Office
27	ATTORNEY III	306/307	SG-22	783,828.00	Bachelor of Laws	Four(4) hours relevant training	One year of relevant experience	RA1080		City Legal Office
28	REGISTRATION OFFICER II	281	SG-14	333,060.00	Bachelor's degree	4 hrs of relevant training	One year of relevant experience	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		CITY CIVIL REGISTRAR
29	SPORTS DEVELOPMENT OFFICER III	86	SG-18	487,644.00	Bachelor's degree	EIGHT HOURS OF RELEVANT TRAINING	TWO YRS. OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		ORMOC CITY SPORTS OFFICE
30	CITY GOVERNMENT DEPARTMENT HEAD I (City Assessor)	200	SG-25	1,140,996.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	NONE REQUIRED	FIVE(5)YRS. EXPERIENCE IN REAL PROPERTY ASSESSMENT WORK OR IN ANY RELATED FIELD	FIRST GRADE OR ITS EQUIVALENT		City Assessor's Office



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31	SUPERVISING TOURISM OPERATIONS OFFICER	675	SG-22		Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	DOT specific and mandatory trainings such as but not limited to the following: .Tourism Awareness and Capability Building seminar for LGUs .Sem. On DRRM .Basic Tourism Statistics Training .Local Tourism Guidebook Orientation and; .Sem. on Gender and Dev. Orientation	3 years of work experience and involvement in the tourism industry either in the private sector or the government	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY	Ormoc City Tourism office
32	TOURISM OPERATIONS OFFICER II	679	SG-15		Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	4 hrs. of relevant training on tourism OR DOT specific and mandatory trainings such as but not limited to the following: .Tourism Awareness and Capability Building seminar for LGUs .Sem. On DRRM .Basic Tourism Statistics Training .Local Tourism Guidebook Orientation and; .Sem. on Gender and Dev. Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY	Ormoc City Tourism 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 than November 25, 2018.

1. Fully accomplished 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.

ALL APPLICATION LETTERS shall be addressed to **HON. RICHARD I. GOMEZ**, City Mayor, LGU - Ormoc City

QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:

ADELAIDA H. BIACOLO

City Government Assistant Dept. Head I -HRMO

2ND Flr.,Ormoc City Hall Building, Ormoc City

HRM - LGU@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

ADELAIDA H. BIACOLO

City Government Assistant Department Head (HRMO)

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City Government Assistant Dept. Head I - HRMO
2ND Fl., Ormoc City Hall Building, Ormoc City
HRM - LGU@yahoo.com

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