



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

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

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:

*Adelaida H. Biacolo*  
ADELAIDA H. BIACOLO

City Government Assistant Dept. Head I (HRMO)

Date: September 10, 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	SPORTS DEVELOPMENT OFFICER III	85-A	sg-18	457,020.00	Bachelor's degree	Eight hours of relevant training	Two years of relevant experience	CS Professional, 2ND level eligibility		Ormoc City Sports Office	
2	MARKET SUPERVISOR IV	684	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		Market Office	
3	MARKET SUPERVISOR III	685	SG-18	457,020.00	BACHELOR'S DEGREE	Eight hours of relevant training	Two years of relevant experience	CS Professional, 2ND level eligibility		Market Office	
4	MARKET INSPECTOR I	686	sg-6	172,080.00	Completion of two years studies in college	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL, 1st level eligibility		Market Office	
5	CITY GOVERNMENT DEPARTMENT HEAD I (SP SECRETARY)	99	SG-25	989,268.00	MASTER'S DEGREE OR CERTIFICATE OF LEADERSHIP AND MANAGEMENT FROM CSC	120 hrs. of supervisory/Management learning & development intervention undertaken within the last 5yrs	FIVE (5) years Supervisory /Management experience	CS PROFESSIONAL/ 2ND level eligibility		Sangguniang Panlungsod	

CSC FORM No. 9  
Series of 2018



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

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

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:

RICHARD I. GOMEZ

*Biaco*  
ADELINDA H. BIACOLO

City Government Assistant Department Head (HRMO)

Date: September 10, 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)	
6	ADMINISTRATIVE ASST. III (Stenographic Reporter II)	120	SG-9	209,676.00	Completion of two years studies in college	Four(4)hrs of relevant training	One (1) yr. of relevant exp.	CS Subprof. 1st. Level eligibility.		SP
7	ADMINISTRATIVE OFFICER V (OFFICER III) (BUDGET)	222	SG-18	457,020.00	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
8	ADMINISTRATIVE AIDE IV (AIDE) (BUDGET)	220	SG-4	152,088.00	Completion of two years studies in college	None Required	None Required	CS Subprof. 1st. Level eligibility.		Budget office
9	DAY CARE WORKER I	558	SG-6	172,080.00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11 S.96 CAT III)		CSWD
10	SOCIAL WELFARE ASSISTANT	547/551	SG-8	195,384.00	Completion of two years studies in college	Four(4)hrs of relevant training	One (1) yr. of relevant exp.	CS Subprof. 1st. Level eligibility.		CSWD
11	SOCIAL WELFARE AIDE	563/566	SG-4	152,088.00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11 S.96 CAT III)		CSWD



CSC FORM No. 9  
Series of 2018



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

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

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:

RICHARD I. GOMEZ

ADELAIDA H. BIACOLO

City Government Assistant Department Head I (HRMO)

Date: September 10, 2018

No.	POSITION TITLE	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
12	LOCAL REVENUE COLLECTION OFFICER I	137	SG-11	242,148.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS Professional, 2nd level eligibility	City Treasurer's Office
13	SUPERVISING ADMINISTRATIVE OFFICER (CASHIER IV)	166	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	City Treasurer's Office
14	ADMINISTRATIVE OFFICER V (Cashier III)	167	SG-18	457,020.00	BACHELOR'S DEGREE	EIGHT(8)HRS. OF RELEVANT TRAINING	TWO(2) YRS.OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2nd level eligibility	City Treasurer's Office
15	ADMINISTRATIVE OFFICER III (CASHIER II)	168	SG-14	317,928.00	BACHELOR'S DEGREE	FOUR(4)HRS. OF RELEVANT TRAINING	ONE(1) YR.OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2nd level eligibility	City Treasurer's Office
16	REVENUE COLLECTION CLERK II	150/153	SG-7	183,048.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS Subprof. 1st. Level eligibility.	City Treasurer's Office
17	REVENUE COLLECTION CLERK I	158/160	SG-5	161,772.00	Completion of two years studies in college	None Required	None Required	CS Subprof. 1st. Level eligibility.	City Treasurer's Office



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:

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

ADELINDA H. BIACOLO

City Government Assistant Department Head (HRMO)

Date: September 10, 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)	
18	LICENSING OFFICER IV	58	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		Permits Franchising and Licensing Office
19	LICENSING OFFICER I	60	SG-11	242,148.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS Professional, 2nd level eligibility		Permits Franchising and Licensing Office
20	DRAFTSMAN I	233	SG-6	172,080.00	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
21	STATISTICIAN I	236	SG-11	242,148.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL		City Planning & Development office
22	ADMINISTRATIVE ASSISTANT II (CLERK IV)	257	SG-8	195,384.00	Completion of two(2) years studies in college or High School grad. w/ relevant vocational/trade course	FOUR (4) HRS OF RELEVANT TRAINING	ONE(1)YEAR OF RELEVANT EXPERIENCE	RELEVANT MC 11S.1996, CS SUBPROFESSIONAL, 1ST LEVEL ELIGIBILITY		LOCAL CIVIL REGISTRAR



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

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

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:

  
ADELAIDA H. BIACOLO

City Government Assistant Department Head (HRMO)

Date: September 10, 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)
23	ADMINISTRATIVE AIDE IV (CLERK II)	259	SG-4	152,088.00	Completion of two(2) years studies in college or High School grad. w/ relevant vocational/trade course	NONE REQUIRED	NONE REQUIRED	RELEVANT MC 115.1996, CS SUBPROFESSIONAL, 1ST LEVEL ELIGIBILITY		CITY LOCAL CIVIL REGISTRAR

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 September 30, 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](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.

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.**