

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, 2019

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. Application letter
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/ rating /license; and relevant trainings attended
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