

CSC FORM No. 9
Series of 2017

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

Republic of the Philippines
LGU - ORMOC 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


ADELAIDA H. BIACOLO

City Government Assistant Dept. Head I

Date: October 14, 2019

No.	POSITION TITLE	Plantilla Item No.	Salary/Job Pay Grade	MONTHLY SALARY	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	SUPERVISING TOURISM OPERATIONS OFFICER	675	SG-22	P65,319.00	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 .SEMINAR ON DISASTER RISK REDUCTION AND MANAGEMENT .BASIC TOURISM STATISTICS TRAINING(BTST) .LOCAL TOURSIM GUIDEBOOK ORIENTATION and; .SEMINAR ON GENDER AND DEVELOPMENT ORIENTATION	THREE (3) YEARS OF WORK EXPERIENCE AND INVOLVEMENT IN THE TOURISM INDUSTRY EITHER IN THE PRIVATE SECTOR OR THE GOVERNMENT	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		ORMOC CITY TOURISM OFFICE
2	ADMINSTRATIVE ASSISTANT I	680/681/682	SG-7	15,738.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL OR TRADE COURSE	NONE REQUIRED	NONE REQUIRED	RELEVANT MC 11 S.1996 CS SUBPROFESSIONAL, 1ST LEVEL ELIGIBILITY		ORMOC CITY TOURISM OFFICE
3	TRANSPORTATION REGULATION OFFICER II	706/707	SG-15	p 30,531.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	FOUR(4)HOURS OF RELEVANT TRAINING	ONE(1)YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		TERMINAL
4	REGISTRATION OFFICER II	281	SG-14	p27,755.00	BACHELOR'S DEGREE	FOUR(4)HOURS OF RELEVANT TRAINING	ONE(1)YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		LOCAL CIVIL REGISTRAR
5	SPORTS DEVELOPMENT OFFICER III	86	SG-18	P40,637.00	BACHELOR'S DEGREE	EIGHT(8) HOURS OF RELEVANT TRAINING	TWO(2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		ORMOC CITY SPORTS OFFICE
6	ADMINISTRATIVE AIDE III	676	SG-3	12,466.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL OR TRADE COURSE	NONE REQUIRED	NONE REQUIRED	RELEVANT MC 11 S.1996 CS SUBPROFESSIONAL, 1ST LEVEL ELIGIBILITY		ORMOC CITY TOURISM OFFICE

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6	ADMINISTRATIVE AIDE II	677/678	SG-2	p 11,761.00	MUST BE ABLE TO READ AND WRITE/ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		ORMOC CITY TOURISM OFFICE
	X-X-X-X									

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 October 31, 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
3. 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