

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

City Government Assistant Dept. Head I
Date:


ADELINDA H. BIACOLO
City Government Asst. Dept. Head I
10/28/2019

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	Medical Officer IV	412	SG-23	73,811.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health
2	Housing & Homesite Regulation Officer III	739	SG-16	33,584.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Ormoc City Housing Office
3	Housing & Homesite Regulation Officer I	740	SG-11	20,754.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Ormoc City Housing Office
4	Administrative Assistant II (Housing & Homesite Regulation Assistant)	741	SG-8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Ormoc City Housing Office
5	Administrative Officer V (Senior Manpower Development Officer)	746	SG-18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Ormoc TESDC Management Office
6	Administrative Assistant II (Manpower Development Assistant)	747/ 748	SG-8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Ormoc TESDC Management Office

7	Administrative Assistant I (Computer Operator I)	749	SG-7	15,738.00	Completion of two years studies in college or High School Graduate with Relevant Vocational/trade course	None required	None required	Career Service (Sub-professional) Data encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	Ormoc TESDC Management Office
8	Administrative Aide IV (Accounting Clerk I)	750	SG-4	13,214.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility	Ormoc TESDC Management 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 November 15, 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