

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

To: CIVIL SERVICE COMMISSION

This is to request the publication of the following REGULAR positions of (LGU-Ormoc) in the CSC Website.


VINCENT L. EMNAS, MPM
City Administrator
OIC-HRMO

DATE: February 4, 2021

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/JOB/P AY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				COMPETENCY (If applicable)	PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
1	Heavy Equipment Operator I	619, 621, 622	SG 4	14,400.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)		CEO
2	Administrative Aide III (Driver I)	631, 633	SG 3	13,572.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		CEO
3	Administrative Aide IV (Driver II)	623	SG 4	14,400.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		CEO
4	Engineer III	574, 575	SG 19	48,313.00	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		CEO
5	Engineering Aide	577	SG 4	14,400.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None required (MC 11, s. 96 - Cat III)		CEO
6	Administrative Assistant III (Computer Operator II)	586	SG 9	19,552.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility Data Encoder (MC 11, s. 96 - Cat. I)		CEO
7	Administrative Assistant II (Accounting Clerk III)	588	SG 8	18,251.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		CEO
8	Administrative Aide IV (Clerk II)	591	SG 4	14,400.00	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility		CEO
9	Administrative Aide IV (Mechanic I)	615	SG 4	14,400.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic (MC 11, s. 96 - Cat. I)		CEO
10	Supervising Administrative Officer (Supply Officer IV)	309	SG 22	68,415.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		GSD
11	Administrative Aide IV (Clerk II)	311	SG 4	14,400.00	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility		GSD
12	Museum Researcher II	770	SG 14	30,799.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Ormoc City Tourism Office
13	Museum Researcher I	771	SG 10	21,205.00	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		Ormoc City Tourism Office

14	Senior Tourism Operations Officer	769	SG 18	43,681.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours 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 * Seminar on Disaster Risk Reduction and Management * Basic Tourism Statistics Training (BTST) * Local Tourism Guidebook Orientation and: * Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	CS Prof Second Level Eligibility		Ormoc City Tourism Office
15	Social Welfare Officer IV	763	SG 22	68,415.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080 Social Worker		CSWD
16	Social Welfare Officer III	764	SG 18	43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 Social Worker		CSWD
17	Social Welfare Officer II	765, 766, 767	SG 16	36,628.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 Social Worker		CSWD
18	Administrative Officer II	768	SG 11	23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility		CSWD
19	City Government Assistant Department Head I	760, 761, 762	SG 23	76,907.00	Doctor of Medicine	None Required	5 years experience as Medical Practitioner	RA 1080 (Physician)		City Health Department
20	Architect IV	755	SG 22	68,415.00	Bachelor's Degree in Architecture	16 hours of relevant training	3 years of relevant experience	RA 1080 (Architect)		OCAr
21	Engineer I	772	SG 12	26,052.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080		ORWASA
22	Local Legislative Staff Officer I	143	SG 11	23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility		SP
23	Administrative Aide II (Bookbinder I)	150	SG 2	12,790.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96 - Cat III)		SP
24	Administrative Officer I (Records Officer I)	129	SG 10	21,205.00	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		SP
X	X	X	X	X	X	X	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 February 25, 2021.

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):
4. Photocopy of certificate of eligibility/rating/license; and relevant trainings attended
5. Photocopy of Transcript of Records

ALL APPLICATION LETTERS must be addressed to HON. RICHARD I. GOMEZ, DPA, City Mayor, LGU - Ormoc City
QUALIFIED APPLICANTS are advised to hand in or send through courier / email their application to:

Vincent L. Ennas, MPM
City Administrator
OIC HRMO

2nd Flr., New Ormoc City Hall Building, Ormoc City
lguormocapplications@gmail.com