CSC FORM No. 9 Series of 2018

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.

DATE: February 24, 2021

NO.	POSITION TITLÉ	PLANTILLA ITEM NO.	SALARY/JOB/P AY GRADE	MONTLY SALARY	QUALIFICATION STANDARDS				COMPETENCY	PLACE OF
NO.					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILTY	(If applicable)	ASSIGNMENT
1	Administrative Assistant II (Community Affairs Assistant)	46, 47, 49	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		PAIAD
2	Supervising Administrative Officer (HRMO IV)	297	SG 22	68,415.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		HRMO
3	Administrative Assistant II (Computer Operator II)	298	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)		HRMO
4	Supervising Administrative Officer (Budget Officer IV)	245	SG 22	68,415.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		City Budget Office
5	Slaughterhouse Master II	703	SG 14	30,799.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Slaughterhouse
6	Administrative Aide I (Laborer I)	595, 596, 597	SG 14	12,034.00	Must be able to read and write	None Required	None Required	None Required		CEO
7	Day Care Worker I	556, 557, 560	SG 6	16,200.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		CSWD
8	Registration Officer II	281	SG 14	30,799.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		LCR
9	Administrative Assistant II (Clerk IV)	284	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		LCR
10	Administrative Aide IV (Clerk II)	286	SG 4	14,400.00	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility		LCR
11	Administrative Aide II (Bookbinder I)	289	SG 2	12,790.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		LCR
12	Public Utilities Regulations Officer I	733	SG 11	23,877.00	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		ORWASA
13	Meat Inspector II	643	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		City Veterinary Office
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 March 22, 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 APPLICANT are advised to hand in or send through courier / email their application to:

Vincent L. Emnas, MPM

2nd Flr., New Ormoc City Hall Stalding, Ormoc City Iguormocapplications Ogmail.com

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