

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: March 16, 2021

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/JOB/PAY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				COMPETENCY (If applicable)	PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
1	Senior Cooperatives Development Specialist	744	SG 18	43,681.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		City Cooperative Dev. Office
2	Administrative Assistant II (Clerk IV)	741	SG 8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		Ormoc City Housing Office
3	Administrative Aide IV (Clerk II)	750	SG 4	14,400.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		TESDC
4	Sports Development Officer III	86	SG 18	43,681.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		Ormoc City Sports Office
5	Watchman I	29, 34	SG 2	12,790.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		CSU
6	Administrative Assistant II (Community Affairs Assistant II)	46, 47, 49	SG 8	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		PAIAO
7	Administrative Assistant III (Computer Operator II)	51	SG 9	19,593.00	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)		PAIAO
8	Administrative Aide I (Utility Worker I)	336	SG 1	12,034.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		CRRMO
9	Building Inspector	83	SG 11	23,877.00	Bachelor's Degree relevant to the job	None required	None required	CS Prof Second Level Eligibility		OBO
10	Administrative Aide I (Laborer I)	595, 596, 597	SG 1	12,034.00	Must be able to read and write	None Required	None Required	None Required		CEO
11	Metal Worker I	656	SG 4	14,400.00	Elementary School Graduate	None required	None required	Metal Worker (MC 11 s. 96 - Cat. I)		CEO
12	Administrative Aide IV (Clerk II)	591	SG 4	14,400.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		CEO
13	Administrative Assistant III (Computer Operator II)	586	SG 9	19,593.00	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
14	Engineer IV	604	SG 22	68,415.00	Bachelor's Degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080 Mechanical Engineer		CEO/Motorpool

15	Administrative Aide V (Painter II)	608	SG 5	15,275.00	Elementary School Graduate	None required	None required	Painter (MC 11 s. 96 - Cat. I)		CEO/Motorpool
16	Administrative Aide I (Crafts/Trade Helper)	609	SG 1	12,034.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		CEO/Motorpool
17	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	None required (MC 11, s. 96 - Cat. I)		CEO/Motorpool
18	Administrative Aide III (Driver I)	331	SG 3	13,572.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		ENRD
19	Public Utilities Regulation Officer I	733	SG 11	23,877.00	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		ORWASA
20	Disability Affairs Officer I	751	SG 11	23,877.00	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		OCPDAO
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 April 15, 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
6. Photocopy of CSC Eligibility

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. Emnas, MPM
City Administrator
OIC HRMO

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