

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. EMINAS, MPM
City Administrator
OIC-ORMOC

DATE: April 28, 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	Administrative Aide IV (Clerk II)	780, 781	SG 4	14,400.00	Completion of two years studies in college	None required	None required	CS Subprof First Level Eligibility		BPLO
7	City Government Assistant Dept. Head I	56	SG 23	76,907.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		BPLO
2	Administrative Assistant III (Computer Operator II)	298	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)		HRMO
3	Social Welfare Officer III	537	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
4	Meat Inspector I	644	SG 6	16,200.00	Completion of two years studies in college	None required	None required	CS Subprof First Level Eligibility		City Veterinary Office
5	Administrative Aide I (Laborer I)	640	SG 1	12,034.00	Must be able to read and write	None Required	None Required	None Required		City Veterinary Office
6	Housing Homesite Regulation Officer I	740	SG 11	23,877.00	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		Ormoc City Housing Office
7	Traffic Operations Officer IV	66	SG 22	68,415.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Traffic Enforcement Unit
8	Traffic Aide I	73, 74	SG 3	13,572.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Traffic Enforcement Unit
9	Administrative Aide IV (Mechanic I)	743	SG 4	14,400.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Relevant MC II s. 96, CAT I CS Subprof First Level Eligibility		ENRD
10	Agricultural Technologist	665, 660	SG 10	21,205.00	Bachelor's Degree in Agriculture or other allied courses such as Agriculture Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	RA 1080 Agriculturist		City Agriculture Office
11	Administrative Aide III (Clerk I)	648	SG 3	13,572.00	Completion of 2 yrs. Studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Agriculture Office
12	Administrative Aide III (Utility Worker II)	368	SG 3	13,572.00	Must be able to read and write/ elementary school graduate	None Required	None Required	None Required		Superdome

13	Administrative Officer IV	752	SG 15	33,575.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		City Budget Office Educ. Scholarship Section
14	Accountant IV	217	SG 22	68,415.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080 CPA		City Accountant Office
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 May 28, 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
iguormocapplications@gmail.com