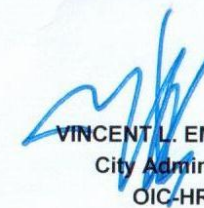


Republic of the Philippines  
LGU - ORMOC CITY  
Request for the Publication of Vacant Positions

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: May 24, 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	Administrative Officer II	292	SG 11	23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility	Office of the City Administrator	
2	Administrative Assistant II (Bookkeeper I)	225	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	Office of the City Accountant	
3	Administrative Aide IV (Accounting Clerk I)	231	SG 4	14,400.00	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility	Office of the City Accountant	
4	Supervising Administrative Officer (Management Audit Analyst IV)	234	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	Office of the City Accountant	
5	Administrative Officer IV (Management Audit Analyst II)	235	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	Office of the City Accountant	
6	Administrative Officer IV (Fiscal Examiner II)	236	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	Office of the City Accountant	
7	Administrative Aide IV (Fiscal Clerk I)	238	SG 4	14,400.00	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility	Office of the City Accountant	
8	Administrative Aide VI (Accounting Clerk II)	240	SG 6	16,200.00	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility	Office of the City Accountant	
9	Economist I	261	SG 11	23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility	City Planning & Development Office	
10	Planning Officer IV	257	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 Planning & Development Office	
11	Administrative Aide IV (Clerk II)	256	SG 4	14,400.00	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility	City Planning & Development Office	
12	Administrative Aide III (Clerk I)	255	SG 3	13,572.00	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility	City Planning & Development Office	
13	Social Welfare Officer IV	763	SG 22	68,415.00	Bachelor's Degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 Social Worker	City Social Welfare Department	
14	Social Welfare Officer III	764	SG 18	43,681.00	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 Social Worker	City Social Welfare Department	

15	Social Welfare Officer II	765, 766, 767	SG 15	33,575.00	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 Social Worker		City Social Welfare Department
16	City Government Assistant Dept. Head I	683	SG 23	76,907.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Market Office
17	Revenue Collection Clerk III	165	SG 9	19,593.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		City Treasurer's Office
18	Revenue Collection Clerk II	166	SG 7	17,179.00	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility		City Treasurer's Office
19	Revenue Collection Clerk I	187, 189	SG 5	15,275.00	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's 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 June 30, 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](http://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. Ennas, MPM  
 City Administrator  
 OIC HRMO

2nd Flr., New Ormoc City Hall Building, Ormoc City  
[lguormocapplications@gmail.com](mailto:lguormocapplications@gmail.com)