

Republic of the Philippines
CGO ORMOC
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO ORMOC in the CSC website:


VINCENT L. EMNAS, MPM
CITY ADMINISTRATOR/OIC-HRMO
Date: 9-Jun-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Manpower Development Assistant	747	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		TESDC
2	Administrative Aide IV (Accounting Clerk I)	750	4	14400	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		TESDC
3	Supervising Administrative Officer (Administrative Officer IV)	705	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Terminal Management Office
4	Transportation Regulation Officer II	706, 707	15	33575	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Terminal Management Office
5	Administrative Aide V (Plumber II)	713	5	15275	Elementary School Graduate	None Required	None Required	Plumber (MC 10, s. 2013 - Cat. II)		ORWASA
6	Administrative Aide III (Plumber I)	717, 718	3	13572	Elementary School Graduate	None Required	None Required	Plumber (MC 10, s. 2013 - Cat. II)		ORWASA
7	Administrative Aide I (Crafts/Trade Helper)	722	1	12034	Must be able to read and write	None Required	None Required	None Required		ORWASA
8	City Government Assistant Dept. Head I	670	23	76907	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		ENRD

9	Administrative Aide III (Clerk I)	676	3	13572	Completion of 2 year studies in College	None Required	None Required	CS Subprof First Level Eligibility	Tourism Office
10	Administrative Aide III (Driver I)	67	3	13572	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)	Traffic Enforcement Management Office
11	Administrative Aide II (Messenger)	68, 69	2	12790	Elementary School Graduate	None Required	None Required	None Required	Traffic Enforcement Management Office
12	Medical Officer III	413, 415	21	60901	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)	City Health Department

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 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. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VINCENT L. EMNAS, MPM

City Administrator

2nd Flr., New Ormoc City Hall Building, Ormoc City

lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.