

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. EMMAS, MPM
CITY ADMINISTRATOR/OIC-HRMO
Date: 16-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	Administrative Officer IV	752	15	33575	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
2	Administrative Aide IV (Budgeting Aide)	247	4	14400	Completion of 2 year studies in College	None Required	None Required	CS Subprof First Level Eligibility		City Budget Office
3	Architect IV	755	22	68415	Bachelor's Degree in Architecture	16 hours of relevant training	3 years of relevant experience	RA 1080 (Architect)		OCAr
4	Architect II	572	16	36628	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080 Architect		OCAr
5	Administrative Assistant II (Clerk IV)	756	8	18251	Completion of two yeas studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		OCAr
6	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
7	Sports Development Officer III	86	18	43681	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		Sports Office
8	Meat Inspector II	643	8	18251	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
9	Meat Inspector I	644	6	16200	Completion of two years studies in college	None required	None required	CS Subprof First Level Eligibility		City Veterinary Office
10	Administrative Aide I (Laborer I)	640	1	12034	Must be able to read and write	None Required	None Required	None Required		City Veterinary Office

11	Social Welfare Officer III	537	18	43681	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 Social Worker		CSWD
12	Administrative Aide VI (Motorpool Dispatcher)	616	6	16200	Completion of two years studies in college	None required	None required	CS Subprof First Level Eligibility		CEO - Motorpool
13	Engineer IV	604	22	68415	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
14	City Government Assistant Dept. Head I (Assistant City Engineer)	568	23	76907	Bachelor's Degree in Civil Engineering	16 hours of relevant training	3 years experience in the practice of Engineering	RA 1080 Civil Engineer		CEO

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 July 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. 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

iguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.