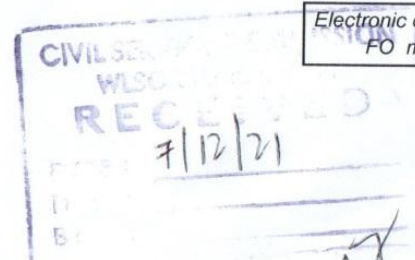


Republic of the Philippines  
**CGO ORMOC**  
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC  
FO must be in MS Excel format

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-Jul-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 Aide I (Laborer I)	254	1	12034	Must be able to read and write	None Required	None Required	None Required		CPDO
2	Administrative Aide I (Utility Worker I)	274	1	12034	Must be able to read and write	None Required	None Required	None Required		CPDO
3	Administrative Assistant II (Clerk IV)	512	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		IPGDO
4	Attorney III	307	21	60901	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Lawyer)		City Legal Office
5	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
6	Administrative Officer II	768	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility		CSWD
7	Administrative Aide I (Laborer I)	704	1	12034	Must be able to read and write	None Required	None Required	None Required		Slaughterhouse
8	Disability Affairs Officer I	751	11	23877	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		OCPDAO

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 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. 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/OIC-HRMO

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

[lguormocapplications@gmail.com](mailto:lguormocapplications@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**