

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: 26-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	Nurse I	442, 436, 446	15	33575	Bachelor of Science in Nursing	None Required	None Required	RA 1080 Nurse		City Health Department
2	Midwife I	474, 475, 483	9	19593	Completion of the Midwifery Course	None Required	None Required	RA 1080 Midwife		City Health Department
3	Midwife II	461, 463, 464, 471, 473	11	23877	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080 Midwife		City Health Department
4	Sanitation Inspector I	506, 502, 503	6	16200	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility		City Health Department
5	Nutrition Officer I	508	10	21205	Bachelor's degree relevant to the job	None Required	None Required	RA 1080 Nutritionist		City Health Department
6	Architect II	572	16	36628	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080 Architect		OCAr
7	Administrative Assistant II (Clerk IV)	756	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		OCAr

8	Senior Tourism Operations Officer	769	18	43681	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: * Tourism awareness and capability building seminar for LGUs * Seminar on Disaster Risk Reduction and Management * Basic Tourism Statistics Training (BTST) * Local Tourism Guidebook Orientation and: * Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	CS Prof Second Level Eligibility		Ormoc City Tourism Office
9	Museum Researcher II	770	14	30799	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Ormoc City Tourism Office
10	Museum Researcher I	771	10	21205	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		Ormoc City Tourism Office
11	Traffic Aide I	73, 74	3	13572	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Traffic Enforcement Unit
12	Engineer III	574, 575	19	48313	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		CEO
13	Administrative Assistant III (Computer Operator II)	586	9	19593	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)		CEO
14	Administrative Assistant II (Accounting Clerk III)	588	8	18251	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		CEO
15	Engineering Aide	577	4	14400	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None required (MC 11, s. 96 - Cat III)		CEO



16	Heavy Equipment Operator I	619, 621, 622	4	14400	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)		CEO
17	Administrative Aide III (Driver I)	631, 633	3	13572	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		CEO
18	Administrative Aide III (Laborer II)	594	3	13572	Elementary School Graduate	None Required	None Required	None Required		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 August 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.**