


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 28, 2021

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/JOB/P AY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS				COMPETENCY (If applicable)	PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
1	Administrative Officer IV	154	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 Treasurer
2	Administrative Aide IV (Clerk II)	159	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 Treasurer
3	Administrative Officer V (Cashier III)	194	SG 18	43,681.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		Office of the City Treasurer
4	Administrative Assistant II (Disbursing Officer II)	197	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 Treasurer
5	City Government Assistant Department Head I	757, 758, 759, 762	SG 23	76,907.00	Doctor of Medicine	None Required	5 years experience as Medical Practitioner	RA 1080 (Physician)		City Health Department
6	Administrative Officer II	380	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility		City Health Department
7	Administrative Aide III (Driver I)	403	SG 3	13,572.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		City Health Department
8	Administrative Aide I (Utility Worker I)	406	SG 1	12,034.00	Must be able to read and write	None Required	None Required	None Required		City Health Department
9	Security Guard I	16, 18	SG 3	13,572.00	High School Graduate	None Required	None Required	Security Guard License (MC 11 s. Cat II)		Civil Security Unit
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.
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. Emnas, MPM
City Administrator
OIC HRMO