

CSC FORM No. 9
Series of 2017

Electronic copy to be submitted to the CSC FO
MUST BEA MAS EXEC FORMAT

Republic of the Philippines
LGU - ORMOC CITY
Request for the Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - Ormoc in the CSC website

RICHARD I. GOMEZ
(Head of Agency)

Date: June 4, 2018

No.	POSITION TITLE	Plantilla Item No.	Salary/Job Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER V	64-A	SG-18	457,020.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	EIGHT (8) HOURS OF RELEVANT TRAINING	TWO (2) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ 2ND level eligibility		BPLO
2	ENGINEER II	317	sg-16	381,180.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	Four(4) hours relevant training	ONE(1) year relevant experience	RA 1080		GSD
3	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	215	SG-9	209,676.00	Completion of two years studies in college or H.S. with relevant vocational/trade course	FOUR (4) of relevant training	ONE (1) of relevant experience	CS SUBPROFESSIONAL, 1ST LEVEL ELIGIBILITY, Relevant MC 11 s 1996		CBO

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 June 8, 2018

1. Fully accomplished Personal Data (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 present position for one (1) year (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:

RICHARD I. GOMEZ
CITY MAYOR
City Government of Ormoc
hrrmigu@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
4	ENGINEER II	79/80	SG-16	381,180.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	Four(4) hours relevant training	ONE(1) year relevant experience	RA 1080		OBO
5	ENGINEER II	317	sg-16	381,180.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	Four(4) hours relevant training	ONE(1) year relevant experience	RA 1080		GSD
6	ENGINEER II	600	SG-16	381,180.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	Four(4) hours relevant training	ONE(1) year relevant experience	RA 1080		CEO

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