

CSC FORM No. 9
Series of 2018



Republic of the Philippines
LGU - ORMOC CITY
Request for the 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 LGU -ORMOC in the CSC website:

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

ADELAIDA H. BIACOLO
City Government Assistant Dept. Head I (HMO)

Date:

No.	POSITION TITLE	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER IV	128	sg-15	366,372.00	Bachelor's Degree relevant to the job	Four (4) hours relevant training	ONE (1) year relevant experience	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		SP
2	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	129	SG-10	230,796.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional, 2nd level		SP
3	LOCAL LEGISLATIVE STAFF OFFICER I	143	SG-11	249,048.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional, 2nd level		SP
4	SECRETARY TO THE SANGGUNIANG PANLUNGSOD	101	SG--25	1,140,996.00	MASTER'S DEGREE OR CERTIFICATE OF LEADERSHIP AND MANAGEMENT FROM CSC	120 hrs. of supervisory/ Management learning & development intervention undertaken within the last 5yrs	FOUR (5) years Supervisory /Management experience	CS PROFESSIONAL/ 2ND level eligibility		SP
5	DEVELOPMENT MANAGEMENT OFFICER I	262	SG-11	249,048.00	Bachelor's Degree relevant to the job	NONE REQUIRED	NONE REQUIRED	CS Professional, 2nd level		CPDO
6	ADMINISTRATIVE ASSISTANT III (STENOGRAPHIC REPORTER II)	147	SG-9	215,700.00	Completion of two years studies in college	Four (4) hrs of relevant training	One (1) yr. of relevant experience	CS Subprof. 1st. Level eligibility.		SP
7	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	252	SG-9	215,700.00	Completion of two years studies in college or High School Graduate with relevant	Four (4) hrs of relevant training	One (1) yr. of relevant exp.	CS Subprof. DATA ENCODER (MC 11 s.96-Cat I) 1st. Level eligibility.		CPDO
8	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	242	sg-9	215,700.00	Completion of two years studies in college or High School Graduate with relevant	Four (4) hrs of relevant training	One (1) yr. of relevant exp.	CS Subprof. DATA ENCODER (MC 11 s.96-Cat I) 1st. Level eligibility.		City Budget Office
9	SOCIAL WELFARE ASSISTANT	546/547/551/553	SG-8	201,096.00	Completion of two years studies in college	Four (4) hrs of relevant training	One (1) yr. of relevant experience	CS Subprof. 1st. Level eligibility.		CWDO



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Adeynda H. Biacolo
ADEYANDA H. BIACOLO
CITY Government Assistant Dept. Head (HRM/WU)

Date:

No.	POSITION TITLE	Plantilla Item No.	Salary/Job Pay Grade	Annual Salary	Qualification Standards				Competency (if)	Place of
					Education	Training	Experience	Eligibility		
9	MEDICAL OFFICER III	418/419	SG-21	693,660.00	DOCTOR OF MEDICINE	NONE REQUIRED	NONE REQUIRED	RA 1080		CITY HEALTH DEPARTMENT
10	DENTIST III	425	SG-20	613,860.00	DOCTOR OF DENTAL MEDICINE OR DENTAL SURGERY	8 HOURS OF RELEVANT TRAINING	2YEARS OF RELEVANT EXPERIENCE	RA 1080		CITY HEALTH DEPARTMENT
11	DENTIST I	428	SG-14	333,060.00	DOCTOR OF DENTAL MEDICINE OR DENTAL SURGERY	NONE REQUIRED	NONE REQUIRED	RA 1080		CITY HEALTH DEPARTMENT
12	NUTRITION OFFICER I	508	SG-10	230,796.00	Bachelor's Degree relevant to the job	NONE REQUIRED	NONE REQUIRED	CS Professional, 2nd level		CITY HEALTH DEPARTMENT
13	PHARMACIST I	382	SG-11	249,048.00	Bachelor's Degree in Pharmacy	NONE REQUIRED	NONE REQUIRED	RA 1080		CITY HEALTH DEPARTMENT
14	SANITATION INSPECTOR II	499	SG-8	201,096.00	Completion of two years studies in college	Four(4)hrs of relevant training	One (1) yr. of relevant exp.	CS Subprof. 1st. Level eligibility.		CITY HEALTH DEPARTMENT
15	SANITATION INSPECTOR I	506	SG-6	178,164.00	Completion of two years studies in college	NONE REQUIRED	NONE REQUIRED	CS Subprof. 1st. Level eligibility.		CITY HEALTH DEPARTMENT
16	SOCIAL WELFARE ASSISTANT	546/547/551/	SG-8	201,096.00	Completion of two years studies in college	Four(4)hrs of relevant training	One (1) yr. of relevant exp.	CS Subprof. 1st. Level eligibility.		OGWDO
17	ADMINISTRATIVE AIDE VI (CASH CLERK II)	199	SG-6	178,164.00	Completion of two years studies in college	4hours of relevant training	1year of relevant experience	CS Subprof. 1st. Level eligibility.		City Treasurer's office
18	ADMINISTRATIVE AIDE VI (DISBURSING OFFICER I)	198	SG-6	178,164.00	Completion of two years studies in college	4hours of relevant training	1year of relevant experience	CS Subprof. 1st. Level eligibility.		City Treasurer's office
19	REVENUE COLLECTION CLERK I	185,187	sg-5	168,084.00	Completion of two years studies in college	None Required	None Required	CS Subprof. 1st. Level eligibility.		City Treasurer's office
20	LOCAL REVENUE COLLECTION OFFICER I	164/172	SG-11	249,048.00	BACHELOR'S DEGREE	None Required	None Required	CS Professional, 2nd level		City Treasurer's office
21	REVENUE COLLECTION CLERK II	177/180	SG-7	188,856.00	Completion of two years studies in college	None Required	None Required	CS Subprof. 1st. Level eligibility.		City Treasurer's office

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Adelaida H. Biacolo
ADELAIDA H. BIACOLO

City Government Assistant Dept. Head I (HRMO)
Date:

No.	POSITION TITLE	Plantilla Item No.	Salary/Job Grade	Annual Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
22	ADMINISTRATIVE OFFICER III (CASHIER II)	195	SG-14	333,060.00	BACHELOR'S DEGREE REVELEVANT TO THE JOB	4 hours of relevant training	1year relevant experience	CS Professional, 2nd level eligibility			CTO
23											
24	ARCHITECT II	572	SG-16	403,008.00	Bachelor's degree in Architecture	4 hours of relevant training	1year relevant experience	RA 1080			CEO
25	ENGINEERING AIDE	576	sg-4	158,568.00	High School Graduate Completion of relevant vocational trade course	NONE REQUIRED	NONE REQUIRED	none required (MCII, S.96 - CAT III)			CEO
26	ADMINISTRATIVE ASSISTANT I	680/ 681/ 682	SG-7	188,856.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required	CS Subprof. 1st. Level eligibility. Relevant MC 11 s. 1996			City Tourism office

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 February 15, 2019

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.

ALL APPLICATION LETTERS shall be addressed to **HON. RICHARD I. GOMEZ**, City Mayor, LGU - Ormoc City

QUALIFIED APPLICANTS are advised to hand in or send through courier/ email their application to:

ADELAIDA H. BIACOLO

City Government Assistant Dept. Head I -HRMO

2ND Flr, Ormoc City Hall Building, Ormoc City

HRM - LGU@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.