




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


ADELAIDA H. BIACOLO
City Government Assistant Department Head (HRMO)
Date- September 26, 2018

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	REGISTRATION OFFICER IV	253	SG-22	704,604.00	BACHELOR'S DEGREE	SIXTEEN (16) HOURS OF RELEVANT TRAINING	THREE (3) YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		CITY LOCAL CIVIL REGISTRAR
2	PUBLIC SERVICES OFFICER I	297	SG-11	242,148.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL, 2ND LEVEL ELIGIBILITY		GENERAL SERVICES DEPT.

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 September 30, 2018.

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.