

CSC FORM No. 9  
Series of 2018



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 I (HRMO)

No.	POSITION TITLE	Plantilla Item No.	Salary/Job Pay Grade	Monthly Salary	Qualification Standards				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	CITY GOVERNMENT DEPARTMENT HEAD I (City Assessor )	200	SG-25	95,083.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	NONE	FIVE(5)YRS. EXPERIENCE IN REAL PROPERTY ASSESSMENT WORK OR IN ANY RELATED FIELD	RA 1080 (REAL ESTATE SERVICE )	

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](http://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
5. 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.