



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:

City Government Assistant Deputy Head I (HRMO)  
Date : May 7, 2020

ADELMIDA H. BIACOLO

No.	POSITION TITLE	Plantilla Item No.	Salary/Job Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	MEDICAL OFFICER III	414/416	SG-21	P 59,353.00	DOCTOR OF MEDICINE	NONE REQUIRED	NONE REQUIRED	RA 1080		CHO
2	DENTIST I	428	SG-14	P29,277.00	DOCTOR OF DENTAL MEDICINE & DENTAL SURGERY	NONE REQUIRED	NONE REQUIRED	RA 1080		CHO
3	MIDWIFE III	458/459/460	SG13	P 26,754.00	COMPLETION OF MIDWIFERY COURSE	EIGHT(8) HOURS OF RELEVANT TRAINING	TWO(2) YEARS OF RELEVANT EXPERIENCE	RA 1080		CHO
4	NURSING ATTENDANT	484/485	SG-4	13,807.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED(mtc 11s-96 cat III)		CHO
5	SANITATION INSPECTOR I	506/502	SG-6	P 15,524.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROF (1ST LEVEL ELIGIBILITY)		CHO
6	SOCIAL WELFARE ASSISTANT	545	SG-8	P 17,505.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	Four(4)hours of relevant training	One(1) year of relevant experience	CS SUBPROF (1ST LEVEL ELIGIBILITY)		CSWDO
7	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	129	SG-10	P20,219.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional, 2nd level		SP
8	LOCAL LEGISLATIVE OFFICER I	143	SG-11	P 22,316.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional, 2nd level		SP
9	ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	131	SG-7	P16,458.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROF (1ST LEVEL ELIGIBILITY)		SP
10	ADMINISTRATIVE AIDE II (BOOKBINDER I)	150	SG-2	P12,276.00	MUST BE ABLE TO READ AND WRITE/ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		SP
11	ENGINEER III	574/575	SG-19	P46,791.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	SIXTEEN(16) HOURS OF RELEVANT TRAINING	THREE(3) YEARS OF RELEVANT EXPERIENCE	RA 1080		CEO
12	COOPERATIVES DEVELOPMENT SPECIALIST I	745	SG-11	22,316.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS Professional, 2nd level Eligibility		City Cooperative Development
	X-X-X									

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

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 May 31, 2020

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. 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. COMEZ**, 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.**