


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


ADELAIDA H. BIACOLO

City Government Assistant Dept. Head I

Date: January 30, 2020

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	Administrative Aide III (Driver I)	331	SG-3	P12, 446.00	* Must be able read and write/Elementary School Graduate	None required	None required	Relevant MC 11 s. 1996 Driver License		ENRO
2	Administrative Aide IV (Mechanic I)	743	SG-4	P13, 214.00	** High School Graduate or Completion of relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Machanic		ENRO
3	Economist I	261	SG-11	P20, 754.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		CPDO
4	Administrative Officer V	379	SG-18	P40, 637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		CHO
5	Administrative Aide VI (Store keeper II)	384	SG-6	P14, 847.00	*** Completion of two year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility		CHO
6	Nutrition Officer I	508	SG-10	P19, 233.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		CHO
7	Licensing Officer IV	57	SG-22	P65, 319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		BPLO
8	Administrative Assistant I (Stenographic Reporter I)	149	SG-7	P15, 738.00	*** Completion of two year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility		SP

9	City Government Assistant Department Head I	363	SG-23	P73,811.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Superdome
10	Administrative Assistant III (Computer Operator II)	298	SG-9	P17,975.00	*** Completion of two year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- professional)/First Level Eligibility		HRMO
11	Administrative Aide IV (HRM Aide)	299	SG-4	P13,214.00	*** Completion of two year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub- professional)/First Level Eligibility		HRMO
12	Administrative Aide IV (Budgeting Aide)	247	SG-4	P13,214.00	*** Completion of two year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub- professional)/First Level Eligibility		CBO
13	Administrative Aide III (Clerk I)	255	SG-3	P12,446.00	*** Completion of two year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub- professional)/First Level Eligibility		CPDO
14	Administrative Aide IV (Clerk II)	256	SG-4	P13,214.00	*** Completion of two year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub- professional)/First Level Eligibility		CPDO

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 14, 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.esc.gov.ph.
2. Application letter
3. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/ rating /license; and relevant trainings attended
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

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