


CSC FORM No. 9
Series of 2017

Republic of the Philippines
LGU - ORMOC CITY
Request for the Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION

This is to request the publication of the following REGULAR positions of (LGU - Ormoc) in the CSC website


ADELAIDA H. BIACOLO
City Gov't Asst. Dept. Head I
DATE : March 3, 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	Watchman I	729/730	SG-2	P11,761.00	Elementary School Graduate	None required	None required	None required (MC II, s. 96 Cat III)		ORWASA
2	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	CS (Professional) Second Level Eligibility		CHO
3	Administrative Aide VI (Storekeeper III)	384	SG-6	P14,847.00	Completion of two years studies in college	None required	None required	CS (Subprofessional) First level Eligibility		CHO

4	Administrative Assistant III (Storekeeper III)	587	SG-9	P17,975.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional) First level Eligibility		CEO
5	Administrative Aide IV (Mechanic I)	615	SG-4	P13,214.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Automotive servicing (MC 10 s. 2013 Cat II)		CEO
6	Heavy Equipment Operator I	619/ 622	SG-4	P13,214.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)		CEO
7	Engineering Aide I	576	SG-4	P13,214.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC II, s. 96 Cat III)		CEO
8	Administrative Officer IV (Education Program Specialist)	247-A	SG-15	P30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional) Second Level Eligibility		CBO
9	Administrative Aide IV (Clerk I)	247-B 247-C	SG-4	P13,214.00	Completion of two years studies in college	None required	None required	CS (Subprofessional) First level Eligibility		CBO

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 March 27, 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.
2. Application letter
2. 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 Gov't Asst. Dept. Head I

2ND Flr.,Ormoc City Hall Building, Ormoc City

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