

Republic of the Philippines  
LGU - ORMOG 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 - Ormog) in the CSC website

  
ADELAIDA H. BIACOLO

City Gov't Asst. Dept. Head I

DATE : APRIL 28, 2020

No.	POSITION TITLE	Plantilla a Item No.	Salary/Jo b/Pay Grade	MONTHLY SALARY	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	ACCOUNTANT IV	217	SG-22	66,867.00	BACHELOR'S DEGREE IN COMMERCE/ BUSINESS ADMINISTRATION MAJ. IN ACCOUNTING	16 HRS. OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	RA 1080		ACCOUNTING OFFICE
2	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER I)	225	SG-8	17,505.00	COMPLETION OF 2 YRS. STUDIES IN COLLEGE	4 HRS. OF RELEVANT TRAINING	1 YR. OF RELEVANT EXPERIENCE	SUBPROFESSI ONAL/ 1ST LEVEL ELIGIBILITY		ACCOUNTING OFFICE
3	ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	231	SG-4	13,807.00	COMPLETION OF 2 YRS. STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	SUBPROFESSI ONAL/ 1ST LEVEL ELIGIBILITY		ACCOUNTING OFFICE
4	SUPERVISING ADMINISTRATIVE OFFICER (MANAGEMENT AUDIT ANALYST IV)	234	SG-22	66,867.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HRS. OF RELEVANT TRAINING	3 YRS. OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ 2ND LEVEL ELIGIBILITY		ACCOUNTING OFFICE

No.	POSITION TITLE	Plantilla Item No.	Salary/Job Pay Grade	MONTHLY SALARY	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
5	ADMINISTRATIVE OFFICER IV (MANAGEMENT & AUDIT ANALYST II)	235	SG-15	32,053.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HRS. OF RELEVANT TRAINING	1 YR. OF RELEVANT EXPERIENCE	CS PROFESSIONAL/2ND LEVEL ELIGIBILITY		ACCOUNTING OFFICE
6	ADMINISTRATIVE OFFICER IV (FISCAL EXAMINER II)	236	SG15	32,053.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HRS. OF RELEVANT TRAINING	1 YR. OF RELEVANT EXPERIENCE	CS PROFESSIONAL/2ND LEVEL ELIGIBILITY		ACCOUNTING OFFICE
7	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	240	SG-6	15,524.00	COMPLETION OF 2 YRS. STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL/1ST LEVEL ELIGIBILITY		ACCOUNTING OFFICE
8	ADMINISTRATIVE AIDE IV (FISCAL CLERK I)	238	SG-4	13,807.00	COMPLETION OF 2 YRS. STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL/1ST LEVEL ELIGIBILITY		ACCOUNTING OFFICE
9	City Gov't Asst. Dept. Head I	708	SG-23	75,359.00	BACHELOR'S DEGREE	16 HRS. OF RELEVANT TRAINING	3 YRS. OF RELEVANT EXPERIENCE	CS PROFESSIONAL/2ND LEVEL ELIGIBILITY		ORWASA
10	SOCIAL WELFARE OFFICER IV	535	SG-22	66,867.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	RA 1080		CSWDO

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					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
11	CITY GOVERNMENT ASSISTANT DEPT. HEAD I	670	SG-23	75,359.00	BACHELOR'S DEGREE IN ARCHITECTURE	16HRS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL ELIGIBILITY		ENRO	
12	ARCHITECT II	572	SG-16	35,106.00	BACHELOR'S DEGREE IN ARCHITECTURE	4HOURS OF RELEVANT TRAINING	1YEAR OF RELEVANT EXPERIENCE	RA 1080		CEO	

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. 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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[hrmlguormoc@gmail.com](mailto:hrmlguormoc@gmail.com)