

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 vacant positions, which are authorized to be filled, at the LGU -Ormoc in the CSC website.


ADELAIDA H. BIACOLO

City Government Assistant Dept. Head I

Date: May 10, 2019

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	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT CITY TREASURER)	153	sg-23	73,811.00	BACHELOR'S DEGREE PREFERABLY IN COMMERCE, PUBLIC ADMINISTRATION OR LAW FROM A RECOGNIZED COLLEGE OR UNIVERSITY.	NONE REQUIRED	FIVE (5) YEARS EXPERIENCE IN THE TREASURY OR ACCOUNTING SERVICE	FIRST GRADE CIVIL SERVICE ELIGIBLE OR ITS EQUIVALENT		CITY TREASURER'S OFFICER
2	SECRETARY TO THE SANGGUNIANG PANLUNGSOD	101	SG-25	95,083.00	BACHELOR'S DEGREE PREFERABLY IN LAW, COMMERCE OR PUBLIC ADMINISTRATION FROM A RECOGNIZED COLLEGE OR UNIVERSITY.	NONE REQUIRED	NONE REQUIRED	FIRST GRADE CIVIL SERVICE ELIGIBLE OR ITS EQUIVALENT		SANGGUNIANG PANLUNGSOD
3	COMMUNITY AFFAIRS ASSISTANT II	46/47/49	SG-8	16,758.00	COMPLETION OF TWO(2) YEARS STUDIES IN COLLEGE	FOUR(4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL First level Elig.		PAIAD

CSC FORM No. 9
Series of 2017

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


ADELAIDA H. BIACOLO
City Government Assistant Dept. Head I
Date: May 10, 2019

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City Government Assistant Dept. Head I
Date: May 10, 2019

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					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
8	ENGINEER IV	573	SG-22	65,319.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	RA 1080		City Engineering Office
9	METER READER III	734	SG-9	17,975.00	HIGH SCHOOL GRADUATE	FOUR HOURS OF RELEVANT TRAINING	ONE(1) YEAR OF THE RELEVANT EXPERIENCE	NONE REQUIRED (MC 11 S. 96 CAT III)		ORWASA
10	METER READER II	735/ 738	SG- 6	14,847.00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11 S. 96 CAT III)		ORWASA
11	HEAVY EQUIPMENT OPERATOR I	619 /622	SG-4	13,214.00	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL TRADE COURSE	NONE REQUIRED	NONE REQUIRED	HEAVY EQUIPMENT OPERATOR (MC 11 S.96 -CAT I)		CEO-MOTORPOOL
12	ADMINISTRATIVE ASSISTANT III (STOREKEEPER III)	587	SG-9	17,975.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	FOUR HOURS OF RELEVANT TRAINING	ONE YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL 1ST LEVEL ELIGIBILITY		City Engineering Office
13	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	588	SG-8	16,758.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	FOUR HOURS OF RELEVANT TRAINING	ONE YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL 1ST LEVEL ELIGIBILITY		City Engineering Office
14	MIDWIFE III	452 /453/ 454/ 456/ 457	SG-13	25,232.00	COMPLETION OF MIDWIFERY COURSE	EIGHT HOURS OF RELEVANT TRAINING	TWO YEARS OF RELEVANT EXPERIENCE	RA 1080		CITY HEALTH OFFICE

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City Government Assistant/Dept. Head I

Date: May 10, 2019

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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 30, 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.
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

HRM - LGU@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.