


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 : May 20, 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	Social Welfare Officer I	541	SG-11	P22,316.00	Bachelor's degree relevant to the job	None required	None required	RA 1080		CSWDO
2	Social Welfare Aide	563/ 565/ 566	SG-4	P13,807.00	High School Graduate	None required	None required	None required (MC II, s. 96 Cat III)		CSWDO
3	Day Care Worker I	558/ 559	SG-6	P15,524.00	High School Graduate	None required	None required	None required (MC II, s. 96 Cat III)		CSWDO
4	Statistician Aide	561	SG-4	P13,807.00	***Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS (Subprofessional) First level Eligibility		CSWDO

5	Administrative Assistant II (Clerk IV)	284	SG-8	P17,505.00	***Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional) First level Eligibility		CRO
6	Administrative Aide IV (Clerk II)	286	SG-4	P13,807.00	***Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS (Subprofessional) First level Eligibility		CRO
7	Administrative Aide II (Bookbinder I)	289	SG-2	P12,276.00	*Must be able to read and write/Elementary School Graduate	None required	None required	None required		CRO
8	City Govt. Asst. Dept. Head I (Assistant City Assessor)	201	SG-23	P75,359.00	Bachelor's degree preferably in civil or mechanical engineering, commerce, or any related course.	None required	3 years experience in real property assesment work or in any related field	RA 1080 (Real Estate Service)		CAO
9	Tax Mapper IV	213	SG-22	P66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional) Second Level Eligibility		CAO

10	Assessment Clerk III	206	SG-9	P18,784.00	***Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience in assesment or in any related field.	CS (Subprofessional) First level Eligibility		CAO
11	Administrative Aide IV (Clerk II)	286/208/209	SG-4	P13,807.00	***Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS (Subprofessional) First level Eligibility		CRO/CAO
12	City Govt. Asst. Dept. Head (Assistant City Treasurer)	153	SG-23	P75,359.00	Bachelor's degree preferably in commerce, public administration, or law.	None required	5 years experience in treasury or accounting service	CS (Professional) Second Level Eligibility		CTO
13	Administrative Aide IV (Clerk II)	159	SG-4	P13,807.00	***Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS (Subprofessional) First level Eligibility		CTO
14	Revenue Collection Clerk III	165	SG-9	P18,784.00	***Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional) First level Eligibility		CTO
15	Revenue Collection Clerk I	187/189	SG-5	P14,641.00	***Completion of two years studies in college	None required	None required	CS (Subprofessional) First level Eligibility		CTO

16	Administrative Officer V (Cashier III)	194	SG-18	P42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	3 year of relevant experience	CS (Professional) Second Level Eligibility		CTO
17	Administrative Aide V (Plumber II)	713	SG-5	P14,641.00	Elementary School Graduate	None required	None required	Plumber MC 10 s. 2013. Cat. II		ORWASA
18	Administrative Aide III (Plumber I)	717/ 718	SG-3	P13,019.00	Elementary School Graduate	None required	None required	Plumber MC 10 s. 2013. Cat. II		ORWASA
19	Administrative Aide I (Craft & Trade Helper)	719/ 721	SG-1	P11,551.00	Must be able to read and write	None required	None required	None required		ORWASA
20	Administrative Aide I	704	SG-1	P11,551.00	Must be able to read and write	None required	None required	None required		SLAUGHTER HOUSE

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 June 8, 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

hrlgu@yahoo.com


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					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Watchman I	729/730	SG-2	P12,276.00	Elementary School Graduate	None required	None required	None required (MC II, s. 96 Cat III)		ORWASA
2	Administrative Officer V	379	SG-18	P42,159.00	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	P15,524.00	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	P18,784.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofession- al) First level Eligibility		CEO
5	Administrative Aide IV (Mechanic I)	615	SG-4	P13,807.00	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	P13,807.00	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	P13,807.00	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	P32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional) Second Level Eligibility		CBO
9	ENVIRONMENTAL MANAGEMENT SPECIALIST II	672	SG-15	P32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional) Second Level Eligibility		ENRO

10	Administrative Aide IV (Clerk I)	247-B 247-C	SG-4	P13,807.00	Completion of two years studies in college	None required	None required	CS (Subprofessional) First level Eligibility		CBO
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1	SUPERVISING ADMINISTRATIVE OFFICER (SUPPLY OFFICER IV)	309	SG-22	66,867.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ 2ND LEVEL ELIGIBILITY		GENERAL SERVICES DEPT.
2	ADMINISTRATIVE AIDE I (LABORER I)	595/596/597	SG-1	P11,551.00	MUST BE ABLE READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		CEO
3	ADMINISTRATIVE AIDE I (CRAFTS & TRADE HELPER)	609	SG-1	P11,551.00	MUST BE ABLE READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		CEO
4	ADMINISTRATIVE OFFICER V (CENTER ADMINISTRATOR)	746	SG-18	P42,159.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ 2ND LEVEL ELIGIBILITY		TESDC

5	ADMINISTRATIVE ASSISTANT II (SKILLS DEVELOPMENT ASSISTANT)	747/748	SG-8	P17,505.00	COMPLETION OF TWO YEARS IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RELEVANT MC 11 s. 1996 CS (SUB-PROF) FIRST LEVEL ELIGIBILITY		TESDC
6	LICENSING OFFICER IV	57	SG-22	P66,867.00	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CS (SUB-PROF) FIRST LEVEL ELIGIBILITY		BPLO
7	LABOR AND EMPLOYMENT OFFICER I	375	SG-11	P22,316.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL/ 2ND LEVEL ELIGIBILITY		PESO
8	LABOR AND EMPLOYMENT ASSISTANT	376	SG-8	P17,505.00	COMPLETION OF TWO YEARS IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS (SUB-PROF) FIRST LEVEL ELIGIBILITY		PESO
9	ADMINISTRATIVE ASSISTANT II (COMMUNITY AFFAIRS ASSISTANT II)	46/47/49	SG-8	P17,505.00	COMPLETION OF TWO YEARS IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RELEVANT MC 11 s. 1996 CS (SUB-PROF) FIRST LEVEL ELIGIBILITY		PAIAO
10	ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	479	SG-7	P16,458.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CS (SUB-PROF) DATA ENCODER (MC 11 s. 96 CAT I) 1ST LEVEL ELIGIBILITY		TESDC

11	ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	750	SG-4	P13,807.00	COMPLETION OF 2 YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRAD E COURSE	NONE REQUIRED	NONE REQUIRED	RELEVANT MC 11 s. 1996 CS (SUB- PROF) FIRST LEVEL ELIGIBILITY		TESDC
12	DENTIST I	429	SG-14	P29,277.00	DOCTOR OF DENTAL MEDICINE OR DENTAL SURGERY	NONE REQUIRED	NONE REQUIRED	RA 1080		CHO

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