

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 22, 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 ASSISTANT I (STENOGRAPHIC REPORTER I)	149	SG-7	P16,458.00	COMPLETION OF 2 YEARS STUDIES IN COLLEGE OR H.S. GRAD. W/ RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	RELEVANT MC 11S. 1996 CS SUB-PROF. 1ST LEVEL ELIGIBILITY		SP
2	MEAT INSPECTOR II	643	SG-8	P17,505.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS SUB-PROF. 1ST LEVEL ELIGIBILITY		CITY VETERINARY OFFICE
3	SUPERVISING ADMINISTRATIVE OFFICER (BUDGET OFFICER IV)	245	SG-22	P66,867.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CS PROF. 2ND LEVEL ELIGIBILITY		CBO
4	ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	246	SG-8	P17,505.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS SUB-PROF. 1ST LEVEL ELIGIBILITY		CBO

5	SANITATION INSPECTOR I	506	SG-6	P15,524.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUB-PROF. 1ST LEVEL ELIGIBILITY		CHO
6	HOUSING & HOMESITE REGULATION OFFICER III	739	SG-16	P35,106.00	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS PROF. 2ND LEVEL ELIGIBILITY		ORMOC CITY HOUSING OFFICE
7	HOUSING & HOMESITE REGULATION OFFICER I	740	SG-11	P22,316.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS PROF. 2ND LEVEL ELIGIBILITY		ORMOC CITY HOUSING OFFICE
8	ADMINISTRATIVE ASSISTANT II (HOUSING & HOMESITE REGULATION ASSISTANT)	741	SG-8	P17,505.00	COMPLETION OF 2 YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS SUB-PROF. 1ST LEVEL ELIGIBILITY		ORMOC CITY HOUSING OFFICE

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 15, 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).
3. Application letter
4. Performance rating in the last rating period (if applicable);
5. Photocopy of certificate of eligibility/ rating /license; and relevant trainings attended
6. 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

[hrmlgu@yahoo.com](mailto:hrmlgu@yahoo.com)


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

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**ADELAIDA H. BIACOLO**  
City Gov't Asst. Dept. Head I  
DATE : May 22, 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	TRANSPORT REGULATION OFFICER I	62	SG-11	P22,316.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROF. 2ND LEVEL ELIGIBILITY		BPLO
2	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	65	SG-9	P18,784.00	COMPLETION OF 2 YEARS STUDIES IN COLLEGE OR H.S. GRAD. W/ RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RELEVANT MC 11S. 1996 CS SUB-PROF. 1ST LEVEL ELIGIBILITY		BPLO

3	LABOR & EMPLOYMENT OFFICER I	375	SG-11	P22,316.00	BACHELOR'S DEGREE PREFERABLY IN ANY OF THE FOLLOWING: OPERATIONS MANAGEMENT (OM); HUMAN RESOURCE MANAGEMENT (HRM); HUMAN RESOURCE DEVELOPMENT (HRD) AND / OR ALLIED FIELDS	NONE REQUIRED	NONE REQUIRED	CS PROF. 2ND LEVEL ELIGIBILITY		PESO
4	LABOR & EMPLOYMENT ASSISTANT	376	SG-8	P17,505.00	COMPLETION OF 2 YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING ON EMPLOYMENT FACILITATION	1 YEAR OF RELEVANT EXPERIENCE IN EMPLOYMENT FACILITATION	CS SUB-PROF. 1ST LEVEL ELIGIBILITY		PESO

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](http://www.csc.gov.ph).
3. Application letter
4. Performance rating in the last rating period (if applicable);
5. Photocopy of certificate of eligibility/ rating /license; and relevant trainings attended
6. Photocopy of Transcript of Records.

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ADELAIDA H. BIACOLO

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