

CSC FORM No. 9  
Series of 2017

Republic of the Philippines  
LGU - ORMOCC 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

DATE : June 4, 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 Aide IV (Clerk II)	247-B 247-C	SG-4	P13,807.00	Completion of two years studies in college or HS Graduate w/ relevant vocational/trade course	None required	None required	None required	Relevant MC 11 s. 1996 CS (Subprofessional) First level Eligibility		CBO
2	Dentist I	429	SG-14	P29,277.00	DOCTOR OF DENTAL MEDICINE OR DENTAL SURGERY	None required	None required	None required	RA 1080		CHO
3	Administrative Aide III (Clerk I)	648	SG-3	P13,019.00	Completion of two years studies in college or HS Graduate w/ relevant vocational/trade course	None required	None required	None required	Relevant MC 11 s. 1996 CS Sub-Prof 1st level Eligibility		City Agriculture Office

4	Supervising Tourism Operations Officer	675	sg-22	P66,867.00	Bachelor's degree in tourism, business law, economics, marketing, public administration or other related fields	<ul style="list-style-type: none"> <li>Dot specific and mandatory trainings such as but not limited to the following:               <ul style="list-style-type: none"> <li>Tourism awareness and capability</li> <li>building seminar for LGUs</li> <li>Seminar on disaster risk reduction and management</li> <li>basic tourism statistics training (BSTT)</li> <li>Local tourism guidebook orientation and;</li> <li>seminar on gender and development orientation</li> </ul> </li> </ul>	3 yrs of work experience and involvement in the tourism industry either in the private sector or the government	CS Prof. 2nd Level Eligibility	Ormoc Tourism Office
5	Administrative Assistant I (Tourism Operations Assistant)	680/ 681/ 682	SG-7	P16,458.00	Completion of two years studies in college or HS Graduate w/ relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 CS Sub-Prof 1st level Eligibility	Ormoc Tourism Office
6	Transportation Regulation Officer II	706/ 707	SG-15	P32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 yr of relevant experience	CS Prof. 2nd Level Eligibility	Terminal

7	Registration Officer II	281	SG-14	P29,277.00	Bachelor's degree	4 hours of relevant training	1 yr of relevant experience	CS Prof. 2nd Level Eligibility	Local Civil Registrar
8	Sports Development Officer III	86	SG-18	P42,159.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS Prof. 2nd Level Eligibility	Ormoc City Sports Office
9	Administrative Aide III (Clerk I)	676	SG-3	P13,019.00	Completion of two years studies in college or HS Graduate w/ relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 CS Sub-Prof 1st level Eligibility	Ormoc Tourism Office
10	Administrative Officer II (Human Resource Management Officer I)	303	SG-11	P22,316.00	Bachelor's degree relevant to the job	None required	None required	CS Prof. 2nd Level Eligibility	HRMO

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 26, 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  
[hrrmlgu@yahoo.com](mailto:hrrmlgu@yahoo.com)  
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