


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 (CSC)

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 : June 11, 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	ACCOUNTANT IV	217	SG-22	65,319.00	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	16,758.00	COMPLETION OF TWO YRS. STUDIES IN COLLEGE	4 HRS OF RELEVANT TRAINING	ONE YEAR OF RELEVANT EXPERIENCE	CS SUBPROFESSIONAL/ 1ST LEVEL ELIG.		ACCOUNTING OFFICE
3	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	231	SG-4	13,214.00	COMPLETION OF TWO YRS. STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL/ 1ST LEVEL ELIG.		ACCOUNTING OFFICE
4	SUPERVISING ADMINISTRATIVE OFFICER (MANAGEMENT AUDIT ANALYST IV)	234	sg-22	65,319.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 hrs. of relevant training	3 years of relevant experience	CS PROFESSIONAL/2ND LEVEL ELIGIBILITY		ACCOUNTING OFFICE
5	ADMINISTRATIVE OFFICER IV (MANAGEMENT AUDIT ANALYST II)	235	SG-15	30,531.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HRS OF RELEVANT TRAINING	ONE YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/2ND LEVEL ELIGIBILITY		ACCOUNTING OFFICE
6	ADMINISTRATIVE OFFICER IV (FISCAL EXAMINER II)	236	SG-15	30,531.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HRS OF RELEVANT TRAINING	ONE YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL/2ND LEVEL ELIGIBILITY		ACCOUNTING OFFICE
7	ADMINISTRATIVE AIDE VI (Accounting Clerk II)	240	SG-6	14,847.00	COMPLETION OF TWO YRS. STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL/ 1ST LEVEL ELIG.		ACCOUNTING OFFICE

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					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
8	ADMINISTRATIVE AIDE IV (Fiscal Clerk I)	238	SG-4	13,214.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUBPROFESSIONAL/1st		ACCOUNTING OFFICE
9	CITY GOVERNMENT ASSISTANT DEPT. HEAD I	708	SG-23	P73,811.00	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	THREE YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL/ 2ND LEVEL ELIGIBILITY		ORWASA
10	METER READER II	735/738	SG-6	P14,847.00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC II S.96 CAT III)		ORWASA
11	METER READER III	734	SG-9	17,975.00	HIGH SCHOOL GRADUATE	FOUR HRS OF RELEVANT TRAINING	ONE YR. OF RELEVANT EXPERIENCE	NONE REQUIRED (MC II S.96 CAT III)		ORWASA

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 July 15, 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](http://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