

CSC FORM No. 9  
Series of 2018

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

Vincent L. Emnas  
City Administrator  
M. C. HRMO  
DATE: July 7, 2020

No.	POSITION TITLE	Plantilla Item No.	Salary/Pay Grade	MONTHLY SALARY	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant III (Computer Operator II)	586	SG-9	P18,784.00	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Cat. I CS SubProf First Level Eligibility		CEO
2	Administrative Assistant II (Accounting Clerk III)	588	SG-8	P17,505.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 CS SubProf First Level Eligibility		CEO
3	Administrative Aide IV (Clerk II)	591	SG-4	P13,807.00	Completion of 2 years studies in college	None required	None required	Relevant MC 11 s. 1996 CS SubProf First Level Eligibility		CEO
4	Nurse I	442/ 446	SG-11	P22,316.00	Bachelor of Science in Nursing	None required	None required	RA 1080		CHO

5	Administrative Aide VI (Storekeeper II)	384	SG-6	P15,524.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 CS SubProf First Level Eligibility	CHO
6	Warehouseman IV	319	SG-13	P26,754.00	Completion of 2 years studies in college	16 hours of relevant training	3 years of relevant experience	CS SubProf First Level Eligibility	GSO

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 27, 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).
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:

Vincent L. Emnas  
City Administrator  
OIC HRMO

2ND Flr, Ormoc City Hall Building, Ormoc City  
[lguormocapplications@gmail.com](mailto:lguormocapplications@gmail.com)  
[hrmlguormoc@gmail.com](mailto:hrmlguormoc@gmail.com)