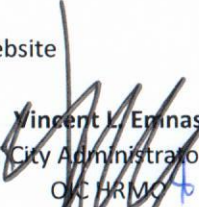


CSC FORM No. 9
Series of 2018

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. Ertinas
City Administrator
OC HRMO
DATE: July 13, 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 Officer II (Manpower Development Officer I)	375	SG-11	P22,316.00	Bachelor's degree	None required	None required	CS Prof Second level eligibility		PESO
2	Administrative Assistant II (Manpower Development Assistant)	376	SG-8	P17,505.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First level eligibility		PESO
3	Sanitation Inspector I	502/ 503/ 506	SG-6	P15,524.00	Completion of 2 years studies in college	None required	None required	CS Subprof First level eligibility		CHO

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 30, 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:

Vincent L. Emnas

City Administrator

OIC HRMO

2ND Flr., Ormoc City Hall Building, Ormoc City

lguormocapplications@gmail.com

hrmlguormoc@gmail.com