

**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

OIC HRMO

DATE : August 14, 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	Senior Manpower Development Officer	746	SG-18	P42,159.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof 2nd level eligibility		TESDC
2	Manpower Development Assistant	747/ 748/ 376	SG-8	P17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof 1st level eligibility		TESDC
3	Warehouseman IV	319	SG-13	P26,754.00	Completion of two years studies in college	16 hours of relevant training	3 years or relevant experience	CS Subprof 1st level eligibility		GSD
4	Licensing Officer II	58	SG-15	P32,053.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof 2nd level eligibility		BPLFO
5	Pharmacist I	382	SG-11	P22,316.00	Bachelor's degree in pharmacy	None required	None required	RA 1080		CHO
6	Administrative Aide VI (Storekeeper II)	384	SG-6	P15,524.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 CS Subprof 1st level eligibility		CHO
7	Medical Officer III	414/ 416/ 419	SG-21	P59,353.00	Doctor of medicine	None required	None required	RA 1080		CHO

8	Nurse I	442/ 446	SG-15	P32,053.00	Bachelor's in science in Nursing	None required	None required	RA 1080		CHO
9	Sanitation Inspector I	502/ 503/ 506	SG-6	P15,524.00	Completion of two years studies in college	None required	None required	CS Subprof 1st level eligibility		CHO
10	Manpower Development Officer I	375	SG-11	P22,316.00	Bachelor's degree	None required	None required	CS Prof 2nd level eligibility		PESO
11	Heavy Equipment Operator I	619/ 622	SG-4	P13,807.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96- Cat I)		CEO
12	Disability Affairs Officer I	751	SG-11	P22,316.00	Bachelor's degree	None required	None required	CS Prof 2nd level eligibility		OCPDAO
13	Assessment Clerk III	206	SG-9	P18,784.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof 1st level eligibility		City Assessor's office
14	Administrative Aide IV (Clerk II)	208/ 209	SG-4	P13,807.00	Completion of two years studies in college	None required	None required	Relevant MC 11 s. 1996 CS Subprof 1st level eligibility		City Assessor's office
15	Tax Mapper IV	213	SG-22	P66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years or relevant experience	CS Prof 2nd level eligibility		City Assessor's office
16	Draftsman I	215	SG-6	P15,524.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	CS Subprof 1st level eligibility Draftsman or Illustrator MC 11 s. 96 Cat. I		City Assessor's office
17	Architect IV	755	SG-22	P66,867.00	Bachelor's degree in architecture	16 hours of relevant training	3 years of relevant experience	RA 1080		OCAr
18	Architect II	572	SG-16	P35,106.00	Bachelor's degree in architecture	4 hours of relevant training	1 year of relevant experience	RA 1080		OCAr

19	Administrative Assistant II (Clerk IV)	756	SG-8	P17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 CS Subprof 1st level eligibility		OCAr
X	X	X	X	X	X	X	X	X	X	X

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 September 13, 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)

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