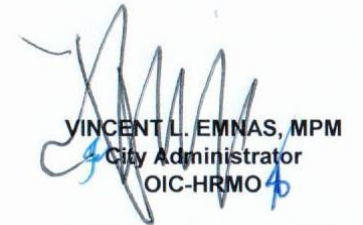


Republic of the Philippines
LGU - ORMOC CITY
Request for the Publication of Vacant Positions

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, MPM
City Administrator
OIC-HRMO

DATE: September 8, 2020

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/JOB/ AY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY (If applicable)	PLACE OF ASSIGNMENT
					EDUCATION					
1	Administrative Assistant I (Computer Operator I)	749	7	16,458.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	none required	none required	CS Subprof First Level Eligibility		TESDC
2	Administrative Officer V	746	18	42,159.00	Bachelor's degree relevant to the Job	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		TESDC
3	Midwife I	474/475/483	9	18,784.00	Completion of the Midwifery Course	none required	none required	RA 1080		CHO
4	Midwife II	461/464/473	11	22,316.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		CHO
5	Midwife III	451	13	26,754.00	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		CHO
6	Nursing Attendant	492	4	13,807.00	Elementary School Graduate	none required	none required	none required MC 11, s. 96, CAT III		CHO
7	Nutrition Officer I	508	10	20,219.00	Bachelor's degree relevant to the job	none required	none required	CS Prof Second Level Eligibility		CHO
8	Administrative Officer II	380	11	22,316.00	Bachelor's degree relevant to the job	none required	none required	CS Prof Second Level Eligibility		CHO
9	Administrative Aide III (Clerk I)	388	3	13,019.00	Completion of 2 yrs. Studies in college	none required	none required	CS Subprof First Level Eligibility		CHO
10	Transportation Regulation Officer II	706/707	15	32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Terminal Management Office
11	Supervising. Administrative Officer	705	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Terminal Management Office
12	Sports Development Officer III	86	18	42,159.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		Sports Office
13	Senior Cooperatives Development Specialist	744	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		City Cooperative Dev. Office

14	Cooperatives Development Specialist I	745	11	22,316.00	Bachelor's degree relevant to the job	none required	none required	CS Prof Second Level Eligibility		City Cooperative Dev. Office
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 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
- 3. Performance rating in the last rating period (if applicable):
- 4. Photocopy of certificate of eligibility/rating/license; and relevant trainings attended
- 5. Photocopy of Transcript of Records

ALL APPLICATION LETTERS must be addressed to HON. RICHARD I. GOMEZ, DPA, City Mayor, LGU - Ormoc City

QUALIFIED APPLICANTS are advised to hand in or send through courier / email their application to:

Vincent L. Emnas, MPM
City Administrator
OIC HRMO

2nd Flr., New Ormoc City Hall Building, Ormoc City
lguormocapplications@gmail.com
hrmlguormoc@gmail.com