




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

Electronic copy to be submitted to the CSC FO
must be in excel form

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following positions of (LGU - Ormoc) in the CSC website


ADELAIDA H. BIACOLO
City Govt. Asst. Dept. Head I
August 11, 2019

No.	POSITION TITLE	Plantilla Item	Salary /Job/ Pay	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	BOARD SECRETARY IV	144	SG-22	P65,319.00	BACHELOR'S DEGREE	16 hours of relevant training	3 yrs of relevant experience	CS PROF./2nd level eligibility		Sangguniang Panlungsod
2	ADMINISTRATIVE OFFICER IV	128	SG-15	p30,531.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 hours of relevant training	1 yr. of relevant experience	CS PROF./ 2nd level eligibility		Sangguniang Panlungsod
3	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	129	SG-10	p19,233.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS PROF./ 2nd level eligibility		Sangguniang Panlungsod
4	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	131	SG-7	P15,738.00	Completion of two years studies in college or H.S. grad. w/ relevant vocational /trade course	None Required	NONE REQUIRED	CS SUB PROF. DATA ENCODER (mc 11 S.96 cat I) 1ST LEVEL ELIGIBILITY		Sangguniang Panlungsod
5	LOCAL LEGISLATIVE STAFF OFFICER I	143	SG-11	P20,754.00	Bachelors degree relevant to the job	None Required	NONE REQUIRED	CS Prof. 2nd level eligibility		Sangguniang Panlungsod
6	ADMINISTRATIVE ASSISTANT III (Stenographic Reporter II)	147	sg-9	P17,975.00	Completion of two years studies in college	Four(4)hrs of relevant training	One (1) yr. of relevant exp.	CS Subprof. 1st. Level eligibility.		Sangguniang Panlungsod

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, 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.
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:

ADELAIDA H. BIACOLO

City Government Assistant Dept. Head I -HRMO

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

HRM - LGU@yahoo.com