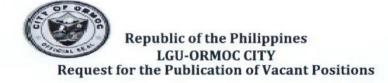
CS FORM No. 9
Series of 2017



To: CIVIL SERVICE COMMISION (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

	POSITION TITLE	Planti Ila Item	/Job/	Monthly Salary	Qualification Standards					
No.					Education	Training	Experience	Eligibilty	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.	1	Sangguniang Panlungsod



Republic of the Philippines LGU-ORMOC CITY

Request for the Publication of Vacant Positions

To: CIVIL SERVICE COMMISION (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

	POSITION TITLE	lla Item		Monthly Salary	Qualification Standards						
No.					Education	Training	Experience	Eligibilty	Competency (if applicable)	Place of Assignment	
7	ADMINISTRATIVE AIDE II (BOOKBINDER I)	150	SG-2	P11,761.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED(MC II s.96-CAT III)		SANGGUNIANG PANLUNGSOD	
8	LABOR & EMPLOYMENT OFFICER I	375	SG-11	p20,754.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS PROF./ 2nd level eligibility		PESO	
*9	ADMINISTRATIVE ASSISTANT II (COMMUNITY AFFAIRS ASSISTANT II)	46/47/ 49	SG-8	P16,758.00	Completion of two years studies in college	Four(4)hrs of relevant training	One (1) yr. of relevant exp.	CS Subprof. 1st. Level eligibility.		Public Affairs Information Assistance Office	
10	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	252	sg-9	p17,975.00	Completion of two years studies in college or H.S. grad. w/ relevant vocational /trade course	Four(4)hrs of relevant training	One (1) yr. of relevant exp.	SUBPROF/DATA ENCODER(mc11s9 6CATI)1ST LEVEL ELIG.		CPDO	
	x-x-x-x										

Interested and qualified applicants should signify their interest in writting. 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 APPLICATON 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