

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
DIC-HRMO

DATE: September 25, 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	Traffic Aide II	70, 71, 72	5	14,641.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Traffic Enforcement Management Office
2	Traffic Aide I	73, 74	3	13,019.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Traffic Enforcement Management Office
3	Traffic Operations Officer IV	66	22	66,867.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Traffic Enforcement Management Office
4	Administrative Aide I (Utility Worker I)	322, 336, 338, 339	1	11,551.00	Must be able to read and write	None Required	None Required	None Required		GSD
5	Supervising Tourism Operations Officer	675	22	66,867.00	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to the following: * Tourism awareness and Capability Building Seminar fro LGUs *Seminar on Disaster Risk Reduction and Management * Basic Tourism Statistics Training (BTST) *Local Tourism Guidebook Orientation and; *Seminar on Gender and Development Orientation	3 years of work experience and involvement in the tourism industry either in the private sector or the government	CS Prof Second Level Eligibility		Ormoc City Tourism Office

6	Administrative Aide III (Clerk I)	676	3	13,019.00	Completion of 2 year studies in College	None Required	None Required	CS Subprof First Level Eligibility		Tourism
7	Administrative Assistant I (Tourism Operations Assistant)	680, 681, 682	7	16,458.00	Completion of 2 year studies in College	None Required	None Required	CS Subprof First Level Eligibility		Tourism
8	Administrative Aide IV (Driver II)	623	4	13,807.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		CEO, Motorpool
9	Administrative Aide III (Driver I)	631	3	13,019.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		CEO, Motorpool
10	Administrative Aide IV (Budgeting Aide)	247	4	13,807.00	Completion of 2 year studies in College	None Required	None Required	CS Subprof First Level Eligibility		City Budget Office
11	Economist I	261	11	22,316.00	Bachelor's Degree relevant to the Job	None Required	None Required	CS Prof Second Level Eligibility		CPDO
12	Planning Officer IV	257	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		CPDO
13	Agricultural Technologist	659, 660, 665	10	20,219.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080		CASO
14	Ticket Checker	674	3	13,019.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		ENRO
15	Administrative Aide IV (Mechanic I)	743	4	13,807.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		ENRO
16	Administrative Aide III (Driver I)	331	3	13,019.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		ENRO
17	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
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 October 15, 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. Echanas, MPM
City Administrator
OC-HRMO

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