## 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 LEMMAS, MPM
City Administrator
OIC-HRMO

DATE: October 5, 2020

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/JOB/P AY GRADE	MONTLY SALARY	QUALIFICATION STANDARDS	ALIFICATION STANDARDS  EDUCATION TRAINING EXPERIENCE		ELIGIBILTY	COMPETENCY (If applicable)	PLACE OF ASSIGNMENT
					EDUCATION		EXPERIENCE			
1	Revenue Collection Clerk II	166	7	16,458.00	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility		сто
2	Administrative Assistant II (Disbursing Officer II)	197	8	17,505.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		сто
3	Building Inspector I	83	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	CS Prof Second Level Eligibility		ОВО
4	Administrative Aide V (Carpenter II)	347	5	14,641.00	Elementary School Graduate	None required	None required	Carpenter (MC 11s 96 CAT I)		GSO
5	Adminsitrative Officer IV	247-A	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		ESO
6	Ticket Checker	674	3	13,019.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		ENRO
7	Economist I	261	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	CS Prof Second Level Eligibility		CPDO
8	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
9	Administrative Aide III (Clerk I)	255	3	13,019.00	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility		CPDO
10	Administrative Aide IV (Clerk II)	256	4	13,807.00	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility		CPDO
11	City Government Assistant Dept. Head I	296	23	75,359.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		HRMO
Y		· ·	×	Y	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 29, 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, MPI City Administrator

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