



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 November 9, 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](http://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. Ennas, MPM  
City Administrator  
OIC HRMO

2nd Flr., New Ormoc City Hall Building, Ormoc City  
[lguormocapplications@gmail.com](mailto:lguormocapplications@gmail.com)  
[hrrmlguormoc@gmail.com](mailto:hrrmlguormoc@gmail.com)