



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 MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU -ORMOC in the CSC website:

City Government Assistant Dept. Head I

Date:

Adelaida H. Biacolo
ADELAIDA H. BIACOLO

City Government Assistant Department Head I (HRMO)

11/18/2019

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	Engineer II	346	16	33,584.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		General Services Office
2	Waterworks Superintendent I	710	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		ORWASA
3	Agriculturist II	658/663	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Agriculture Office
4	Aquacultural Technician II	662	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Agriculture Office
5	Meat Inspector II	643	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Veterinary Office
6	Supervising Administrative Officer (Budget Officer IV)	245	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Budget Office
7	Administrative Assistant II (Budgeting Assistant)	246	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Budget Office
8	Sanitation Inspector V	494	15	30,531.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Health Office

9	Sanitation Inspector II	499	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Health Office
10	Sanitation Inspector I	506	6	14,847.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Health Office
11	Administrative Officer III (Cashier II)	195	14	27,755.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Treasurer Office
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 November 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
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 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