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.

City Administrator

DATE: November 11, 2020

NO.	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/JOB/P AY GRADE	MONTLY SALARY	QUALIFICATION STANDARDS				COMPETENCY	PLACE OF
NO.					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILTY	(If applicable)	ASSIGNMENT
1	Administrative Aide I (Laborer I)	704	SG 1	11,551.00	Must be able to read and write	None Required	None Required	None Required		Slaughterhouse
2	Administrative Aide I (Crafts & Trades Helper I)	719, 721	SG 1	11,551.00	Must be able to read and write	None Required	None Required	None Required		ORWASA
3	Administrative Aide IV (Clerk II)	159	SG 4	13,807.00	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		сто
4	Revenue Collection Clerk III	165	SG 9	18,784.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		сто
5	Revenue Collection Clerk I	187, 189	SG 5	14,641.00	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		сто
6	Administrative Aide IV (Accounting Clerk I)	750	SG 4	13,807.00	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility	+	TESDC
7	Administrative Assistant II	741	SG 8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		Ormoc City Housing Office
8	Housing and Homesite Regulation Officer III	739	SG 16	35,106.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Ormoc City Housing Office
9	Housing and Homesite Regulation Officer I	740	SG 11	22,316.00	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		Ormoc City Housing Office
10	Manpower Development Assistant	376	SG 8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		PESO
11	Supervising Administrative Officer	705	SG 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		Terminal
12	Transportation Regulation Officer II	706, 707	SG 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	×	×

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 27, 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, MPM City Administrator OIC HRMO

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