



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:

ADELAIDA H. BIACOLO

City Government Assistant Department Head I (HRMO)

11/18/2019

City Government Assistant Dept. Head I

Date:

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	Labor and Employment Officer I	375	11	20,754.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	None required	Career Service (Professional) Second Level Eligibility		Public Employment Services Office
2	Labor and Employment Assistant	376	8	16,758.00	Completion of two years studies in college	4 hours of relevant training on employment facilitation	1 year of experience in employment facilitation	Career Service (Subprofessional) First Level Eligibility		Public Employment Services 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);
3. Photocopy of certificate of eligibility/ rating /license; and relevant trainings attended
4. 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