

Republic of the Philippines
CGO ORMOC
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

FARICA ZGAMBO-CUTAS, JD

OIC-HRMO

Date: February 21 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Public Relations Officer II)	817	15	36,619	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional (Second level eligibility)	N/A	Barangay Affairs Office
2	Administrative Assistant II (Public Relations Assistant)	818	8	19,744	Completion of 2 year Studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional (First level eligibility)	N/A	Barangay Affairs Office
3	Administrative Assistant II (Public Relations Assistant)	819	8	19,744	Completion of 2 year Studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional (First level eligibility)	N/A	Barangay Affairs Office
4	Administrative Aide II (Messenger)	68	2	13,819	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 1996 - Cat. III)	N/A	Traffic Enforcement and Management Team
5	Administrative Aide II (Messenger)	69	2	13,819	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 1996 - Cat. III)	N/A	Traffic Enforcement and Management Team

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 March 8, 2024.

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. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


FARICA ZGAMBO-CUTAS, JD

OIC-HRMO

2nd Flr., New Ormoc City Hall Building, Ormoc City

lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.