

Republic of the Philippines
CGO ORMOC
Request for 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 CGO ORMOC in the CSC website:

FARICA ZGAMBO-CUTAS
OIC-HRMO

Date: February 1, 2023

| 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 | Transportation Inspector | 778 | 8 | 19,744.00 | Completion of two years of studies in college | 4 hours of training on public transportation safety rules and regulations and/or investigations, inspection and enforcement of public transport regulations | 1 year of experience in the conduct of investigation on compliance with rules and regulations on land transportation, public utilities, standards of measurements and/or design | Career Service Subprofessional | n/a | Business Permits and Licensing Office |
| 2 | Administrative Officer II | 768 | 11 | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional | n/a | City Social Welfare Development Office |
| 3 | Administrative Assistant II (Clerk IV) | 512 | 8 | 19,744.00 | Completion of two years of studies in college | 4 hours of relevant training | 4 hours of relevant training | Career Service Subprofessional | n/a | Integrated Population, Gender And Development Office |
| 4 | Registration Officer IV | 280 | 22 | 71,511.00 | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service Professional | n/a | Office of the Civil Registry |
| 5 | Social Welfare Officer I | 544 | 11 | 27,000.00 | Bachelor's Degree in Social Work | None Required | None Required | RA 1080 - Social Worker | n/a | City Social Welfare Development Office |

| | | | | | | | | | | |
|----|---|-----|----|-----------|--|------------------------------|-------------------------------|-----------------------------|-----|--|
| 6 | Agricultural Technologist | 665 | 10 | 23,176.00 | Bachelor's Degree in Agriculture or other allied courses (Agric Engineering, Fisheries Technology and Veterinary Medicine) | None Required | None Required | RA 1080 - Agriculturist | n/a | City Agriculture Office |
| 7 | Licensing Officer I | 59 | 11 | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional | n/a | Business Permits and Licensing Office |
| 8 | Youth Development Officer II | 85 | 14 | 33,843.00 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional | n/a | City Youth Development Office |
| 9 | Administrative Officer II | 782 | 11 | 27,000.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional | n/a | City Disaster Risk Reduction Management Office |
| 10 | Housing and Homesite Regulation Officer III | 739 | 16 | 39,672.00 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional | n/a | Ormoc City Housing Office |

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 3, 2023.

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
 OIC-HRMO
 2nd Flr., New Ormoc City Hall Building, Ormoc City
lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.