

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 3, 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	Transport Inspector	778	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	BPLO
2	Local Assessment Operations Officer IV	202	22	71,511	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Office of the City Assessor
3	Assessment Clerk III	206	9	21,211	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	Office of the City Assessor
4	Administrative Aide IV (Clerk II)	208	4	15,586	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility	N/A	Office of the City Assessor
5	Administrative Aide IV (Clerk II)	209	4	15,586	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility	N/A	Office of the City Assessor
6	Tax Mapper IV	213	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Office of the City Assessor
7	Draftsman I	215	6	17,553	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprof First Level Eligibility Draftsman or Illustrator (MC 11, s. 96 - Cat. I)	N/A	Office of the City Assessor

8	Administrative Assistant II (Community Affairs Assistant II)	46	8	19,744	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	PAIAO
9	Administrative Assistant II (Community Affairs Assistant II)	47	8	19,744	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	PAIAO
10	Administrative Assistant II (Community Affairs Assistant II)	49	8	19,744	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	PAIAO
11	Administrative Assistant III (Computer Operator II)	51	9	21,211	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility Data Encoder (MC 11, s. 96 - Cat. I)	N/A	PAIAO
12	Administrative Aide IV (Accounting Clerk I)	231	4	15,586	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility		Office of the City Accountant
13	Administrative Officer IV	752	15	36,619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility	N/A	City Budget Office Educ. Scholarship Section
14	Supervising Administrative Officer (Budget Officer IV)	245	22	71,511	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	City Budget Office
15	Registration Officer IV	280	22	71,511	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Local Civil Registrar

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