

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**  
OIC-HRMO

Date: 7-Mar-23

| 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   | Housing and Homesite Regulation Officer III         | 740                | 11                     | 27000          | Bachelor's Degree relevant to the job  | None Required                | None Required                 | Career Service Professional   | N/A                        | Ormoc City Housing Office   |
| 2   | Administrative Aide III (Driver I)                  | 626                | 3                      | 14678          | Elementary School Graduate   | None Required                | None Required                 | Driver's License (MC 11, s. 96 - Cat II)                                | N/A                        | City Engineering Office     |
| 3   | Administrative Aide III (Driver I)                  | 627                | 3                      | 14678          | Elementary School Graduate   | None Required                | None Required                 | Driver's License (MC 11, s. 96 - Cat II)                                | N/A                        | City Engineering Office     |
| 4   | Administrative Aide IV (Mechanic I)                 | 615                | 4                      | 15586          | High School Graduate or Completion of relevant vocational/trade course                                 | None Required                | None Required                 | Mechanic (MC 11, s. 96 - Cat. I)  | N/A                        | City Engineering Office     |
| 5   | Administrative Assistant III (Computer Operator II) | 316                | 9                      | 21211          | 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                        | General Services Department |
| 6   | Midwife I   | 476                | 9                      | 21211          | Completion of the Midwifery Course   | None Required                | None Required                 | RA 1080 (Midwife)   | N/A                        | City Health Department      |
| 7   | Midwife I   | 478                | 9                      | 21211          | Completion of the Midwifery Course   | None Required                | None Required                 | RA 1080 (Midwife)   | N/A                        | City Health Department      |
| 8   | Sanitation Inspector I                              | 503                | 6                      | 17553          | Completion of 2 years studies in College   | None Required                | None Required                 | CS Subprof First Level Eligibility                                      | N/A                        | City Health Department      |



|    |                                |     |    |       |                                       |                               |                                |                                  |     |                                      |
|----|--------------------------------|-----|----|-------|---------------------------------------|-------------------------------|--------------------------------|----------------------------------|-----|--------------------------------------|
| 9  | Planning Officer IV            | 257 | 22 | 71511 | 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 Planning and Development Office |
| 10 | Project Development Officer IV | 264 | 22 | 71511 | 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 Planning and Development 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 22, 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](http://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](mailto:lguormocapplications@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**