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FO must be in MS Excel format

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: April 5, 2024

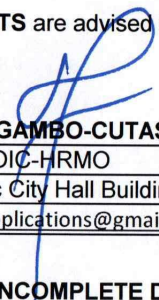
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	City Government Assistant Department Head I	708	23	83,683	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional	n/a	ORWASA
2	Administrative Aide V (Plumber II)	713	5	16,928	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	n/a	ORWASA
3	Administrative Aide V (Plumber II)	714	5	16,928	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	n/a	ORWASA
4	Engineering Aide	715	4	15,948	High School Graduate or completion of relevant vocational/ trade course	None Required	None Required	None Required (MC 11, s. 1996 - Cat. III)	n/a	ORWASA
5	Administrative Aide III (Plumber I)	717	3	15,020	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	n/a	ORWASA

6	Administrative Aide III (Plumber I)	718	3	15,020	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	n/a	ORWASA
7	Administrative Aide I (Crafts and Trades Helper)	722	1	13,329	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 - Cat. III)	n/a	ORWASA
8	Watchman I	728	2	14,140	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 1996 - Cat. III)	n/a	ORWASA
9	Meter Reader II	737	6	17,553	High School Graduate	None Required	None Required	None Required (MC 11, s. 1996 - Cat. III)	n/a	ORWASA

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 May 4, 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.