


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 27, 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	Attorney III	307	21	63,997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 - Lawyer	N/A	City Legal Office
2	Nurse I	444	15	36,619	BS Nursing	None Required	None Required	RA 1080 - Nurse	N/A	City Health Department
3	Nutrition Officer II	507	14	33,843	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 - Nutritionist	N/A	City Health Department
4	Administrative Aide III (Clerk I)	255	3	14,678	Completion of 2 year studies in college	None Required	None Required	CS Subprofessional	N/A	City Planning And Development Office
5	Administrative Aide IV (Clerk II)	256	4	15,586	Completion of 2 year studies in college	None Required	None Required	CS Subprofessional	N/A	City Planning And Development Office
6	Economist I	261	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional	N/A	City Planning And Development Office
7	Administrative Aide IV (Fiscal Clerk I)	238	4	15,586	Completion of 2 year studies in college	None Required	None Required	CS Subprofessional	N/A	Office Of The City Accountant
8	Administrative Aide IV (Clerk II)	286	4	15,586	Completion of 2 year studies in college	None Required	None Required	CS Subprofessional	N/A	Office Of The Civil Registry
9	Administrative Assistant II (Clerk IV)	284	8	19,744*	Completion of 2 year studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional	N/A	Office Of The Civil Registry

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 May 31, 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, JD**

OIC-HRMO

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

iguormocapplications@gmail.com

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