

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: 21-Jun-22

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	Midwife III	458	13	29798	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080 (Midwife)	N/A	City Health Department
2	Nutrition Officer II	507	14	32321	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
3	Registration Officer II	281	14	32321	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility	N/A	LCR
4	Administrative Assistant II (Clerk IV)	284	8	18998	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	LCR
5	Administrative Aide IV (Clerk II)	286	4	14993	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	LCR
6	Administrative Aide V (Plumber II)	713	5	15909	Elementary School Graduate	None Required	None Required	Plumber (MC 10, s. 2013 - Cat. II)	N/A	ORWASA
7	Administrative Aide III (Plumber I)	717	3	14125	Elementary School Graduate	None Required	None Required	Plumber (MC 10, s. 2013 - Cat. II)	N/A	ORWASA
8	Administrative Aide III (Plumber I)	718	3	14125	Elementary School Graduate	None Required	None Required	Plumber (MC 10, s. 2013 - Cat. II)	N/A	ORWASA
9	Administrative Aide I (Crafts/Trade Helper)	722	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	ORWASA
10	Traffic Aide I	73	3	14125	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Traffic Enforcement Unit

11	Traffic Aide I	74	3	14125	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Traffic Enforcement Unit
12	Administrative Aide II (Messenger)	68	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	Traffic Enforcement Management Office
13	Administrative Aide II (Messenger)	69	2	13305	Elementary School Graduate	None Required	None Required	None Required	N/A	Traffic Enforcement Management 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 July 21, 2022.

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.