

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 ZAMBO-CUTAS
OIC-HRMO 4

Date: 23-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	Administrative Assistant II (Clerk IV)	512	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	IPGDO
2	Administrative Officer V (Fiscal Examiner III)	221	18	45203	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility	N/A	Office of the City Accountant
3	Administrative Officer II (Fiscal Examiner I)	222	11	25439	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility	N/A	Office of the City Accountant
4	Administrative Aide IV (Fiscal Clerk I)	238	4	14993	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	Office of the City Accountant
5	Administrative Aide VI (Accounting Clerk II)	240	6	16877	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	Office of the City Accountant
6	Administrative Aide III (Clerk I)	255	3	14125	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	City Planning & Development Office
7	Administrative Aide IV (Clerk II)	256	4	14993	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	City Planning & Development Office
8	Economist I	261	11	25439	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility	N/A	City Planning & Development Office
9	Administrative Aide I (Laborer I)	254	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	CPDO
10	Administrative Aide I (Utility Worker I)	274	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	CPDO

11	Senior Administrative Assistant II (Computer Operator IV)	270	14	32321	Completion of two years studies in college or high school graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	CS Subprof Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility	N/A	CPDO
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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 25, 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.