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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: July 6, 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	Administrative Aide IV (Fiscal Clerk I)	238	4	15,586	Completion of 2 years studies in college	None required	None required	CS Subprofessional First Level Eligibility	N/A	Office of City Accountant
2	Administrative Aide VI (Fiscal Clerk II)	237	6	17,553	Completion of 2 years studies in college	None required	None required	CS Professional Second Level Eligibility	N/A	Office of City Accountant
3	Administrative Officer V (Fiscal Examiner III)	221	18	46,725	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional Second Level Eligibility	N/A	Office of City Accountant
4	Administrative Officer II (Fiscal Examiner I)	222	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	N/A	Office of City Accountant
5	Local Treasury Operations Officer IV	162	22	71,511	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional Second Level Eligibility	N/A	Office Of The City Treasurer
6	Administrative Aide III (Driver I)	626	3	14,678	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11 s. 96 - Cat II)	N/A	City Engineering Office
7	Administrative Aide III (Driver I)	627	3	14,678	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11 s. 96 - Cat II)	N/A	City Engineering Office

8	Administrative Aide III (Driver I)	331	3	14,678	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11 s. 96 - Cat II)	N/A	Environment & Natural Resources Office
9	Administrative Assistant II (Clerk IV)	512	8	19,744.00	Completion of two years of studies in college	4 hours of relevant training	4 hours of relevant training	Career Service Subprofessional	n/a	Integrated Population, Gender 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 August 5, 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;
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.