

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: 13-Jul-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 Officer IV	154	15	35097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Office of the City Treasurer
2	Administrative Aide IV (Clerk II)	159	4	14993	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility		Office of the City Treasurer
3	Revenue Collection Clerk I	186	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's Office
4	Revenue Collection Clerk I	187	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's Office
5	Revenue Collection Clerk I	189	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's Office
6	Revenue Collection Clerk I	190	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's Office
7	Administrative Assistant II (Disbursing Officer II)	197	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		Office of the City Treasurer
8	Assistant City Legal Officer	305	23	78455	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Lawyer)		City Legal Office
9	Administrative Officer II	782	11	25439	Bachelor's degree relevant to the job	None required	None required	CS Prof Second Level Eligibility		CDRRMO

10	Administrative Aide I (Utility Worker I)	336	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		CDRRMO
11	City Health Officer II	377	25	100788	Doctor of Medicine	None required	5 years experience as medical practitioner	RA 1080 (Physician)		City Health Department
12	City Health Officer I	378	24	88410	Doctor of Medicine	None Required	5 years experience as Medical Practitioner	RA 1080 (Physician)		City Health Department
13	City Government Assistant Dept. Head I	683	23	78455	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Public Market
14	Market Supervisor IV	684	22	69963	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Public Market

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 15, 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](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**

OIC-HRMO

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

[iguormocapplications@gmail.com](mailto:iguormocapplications@gmail.com)

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