

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:

26-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	Transportation Regulation Officer I	62	11	25439	Bachelor's degree relevant to the job	None required	None required	CS Prof Second Level Eligibility	N/A	BPLO
2	Transportation Inspector	778	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	BPLO
3	Senior Cooperatives Development Specialist	744	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	City Cooperative Dev. Office
4	Local Assessment Operations Officer IV	202	22	69963	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Office of the City Assessor
5	Assessment Clerk III	206	9	20402	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	Office of the City Assessor
6	Administrative Aide IV (Clerk II)	208	4	14993	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility	N/A	Office of the City Assessor
7	Administrative Aide IV (Clerk II)	209	4	14993	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility	N/A	Office of the City Assessor
8	Tax Mapper IV	213	22	69963	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Office of the City Assessor
9	Draftsman I	215	6	16877	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprof First Level Eligibility Draftsman or Illustrator (MC 11, s. 96 - Cat. I)	N/A	Office of the City Assessor
10	Administrative Assistant II (Community Affairs Assistant II)	46	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	PAIAO

11	Administrative Assistant II (Community Affairs Assistant II)	47	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	PAIAO
12	Administrative Assistant II (Community Affairs Assistant II)	49	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	PAIAO
13	Administrative Assistant III (Computer Operator II)	51	9	20402	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility Data Encoder (MC 11, s. 96 - Cat. I)	N/A	PAIAO
14	Administrative Aide IV (Accounting Clerk I)	231	4	14993	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility		Office of the City Accountant
15	Administrative Officer IV	752	15	35097	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility	N/A	City Budget Office Educ. Scholarship Section
16	Supervising Administrative Officer (Budget Officer IV)	245	22	69963	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	City Budget Office
17	Registration Officer IV	280	22	69963	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Local Civil Registrar

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 26, 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.