

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-OUTAS
OIC-HRMO 4

Date: 30-Aug-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	Sports Development Officer III	86	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility	N/A	Sports Office
2	Project Development Officer IV	264	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 Planning & Development Office
3	Administrative Aide IV (Storekeeper I)	321	4	14993	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat III)	N/A	GSD
4	Administrative Aide III (Laborer II)	359	3	14125	Elementary School Graduate	None Required	None Required	None Required	N/A	GSD
5	Administrative Aide III (Utility Worker II)	368	3	14125	Must be able to read and write/ elementary school graduate	None Required	None Required	None Required	N/A	Superdome
6	Administrative Aide IV (Accounting Clerk I)	750	4	14993	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility	N/A	TESDC
7	Nursing Attendant I	490	4	14993	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat III)	N/A	City Health Department

8	Senior Administrative Assitant 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	City Planning & Development Office
9	Nurse II	437	16	38150	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 Nurse	N/A	City Health Department
10	Medical Officer III	418	21	62449	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)	N/A	City Health Department
11	Attorney III	306	21	62449	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Lawyer)	N/A	City Legal 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 September 30, 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.