

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 Z. CUTAS
OIC-HRMO

Date: 20-Sep-21

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	Senior Tourism Operations Officer	769	18	43681	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: * Tourism awareness and capability building seminar for LGUs * Seminar on Disaster Risk Reduction and Management * Basic Tourism Statistics Training (BTST) * Local Tourism Guidebook Orientation and: * Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	CS Prof Second Level Eligibility		Ormoc City Tourism Office
2	Museum Researcher II	770	14	30799	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Ormoc City Tourism Office
3	Museum Researcher I	771	10	21205	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		Ormoc City Tourism Office
4	Supervising Administrative Officer (Budget Officer IV)	245	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		City Budget Office

5	Administrative Assistant II (Community Affairs Assistant II)	46, 47, 49	8	18251	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		PAIAO
6	Administrative Assistant III (Computer Operator II)	51	9	19593	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)		PAIAO
7	Administrative Officer II	782	11	23877	Bachelor's degree relevant to the job	None required	None required	CS Prof Second Level Eligibility		CDDRMO
8	Administrative Aide I (Utility Worker I)	336	1	12034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		CDDRMO
9	Supervising Administrative Officer (Supply Officer IV)	309	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		GSD
10	Administrative Aide IV (Buyer I)	310	4	14400	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility		GSD
11	Administrative Aide I (Utility Worker I)	313, 322	1	12034	Must be able to read and write	None Required	None Required	None Required		GSD
12	Administrative Assistant III (Computer Operator II)	316	9	19593	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)		GSD
13	Administrative Aide III (Laborer II)	318	3	13572	Elementary School Graduate	None Required	None Required	None Required		GSD
14	Warehouseman IV	319	13	28276	Completion of 2 years studies in College	16 hours of relevant training	3 years of relevant experience	CS Subprof First Level Eligibility		GSD
15	Administrative Aide V (Carpenter II)	347	5	15275	Elementary School Graduate	None required	None required	Carpenter (MC 11s 96 CAT I)		GSD
16	Administrative Aide III (Carpenter I)	350	3	13572	Elementary School Graduate	None Required	None Required	Carpenter (MC 11s 96 CAT I)		GSD
17	Building Inspector	83	11	23877	Bachelor's Degree relevant to the job	None required	None required	CS Prof Second Level Eligibility		OBO
18	Administrative Aide IV (Mechanic I)	615	4	14400	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic (MC 11, s. 96 - Cat. I)		CEO
19	Administrative Aide IV (Driver II)	623	4	14400	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		CEO
20	Administrative Aide IV (Clerk II)	591	4	14400	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility		CEO
21	Metal Worker I	606	4	14400	Elementary School Graduate	None required	None required	Metal Worker (MC 11 s. 96 - Cat. I)		CEO
22	Administrative Aide V (Painter II)	608	5	15275	Elementary School Graduate	None required	None required	Painter (MC 11 s. 96 - Cat. I)		CEO/Motorpool

23	Administrative Aide I (Crafts/Trade Helper)	609	1	12034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		CEO/Motorpool
24	Administrative Aide III (Clerk I)	394	3	13572	Completion of 2 yrs. Studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Health Department
25	Dentist I	429	14	30799	Doctor of Dental Medicine	None required	None required	RA 1080 Dentist		City Health Department
26	Nurse III	434	17	39986	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 Nurse		City Health Department
27	Administrative Officer V	64	18	43681	Bachelor's degree relevant to the Job	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		BPLO

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 October 22, 2021.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

FARICA Z. CUTAS

OIC-HRMO

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

lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.