

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:

11-Nov-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	Administrative Aide I (Utility Worker I)	139	1	12034	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Sangguniang Panlungsod
2	Administrative Assistant III (Stenographic Reporter II)	146	9	19593	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		Sangguniang Panlungsod
3	Administrative Aide IV (Clerk II)	780, 781	4	14400	Completion of two years studies in college	None required	None required	CS Subprof First Level Eligibility		BPLO
4	City Government Assistant Dept. Head I	670	23	76907	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		ENRD
5	Administrative Aide III (Clerk I)	648	3	13572	Completion of 2 yrs. Studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Agriculture Office
6	Agricultural Technologist	665, 660	10	21205	Bachelor's Degree in Agriculture or other allied courses such as Agriculture Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	RA 1080 Agriculturist		City Agriculture Office
7	Administrative Aide III (Utility Worker II)	368	3	13572	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Superdome

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 December 10, 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 ZGAMBO-CUTAS

OIC-HRMO

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

lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.