

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:

Nov 22, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Work			
1	City Government Dept Head I (City Social Welfare and Development Officer)	534	25	100788	Bachelor's Degree in Social Work	32 hours of relevant training	5 years of experience in the practice of social work	RA 1080 - Social Worker	N/A	City Social Welfare and Development Office	
2	Dentist I	429	14	32321	Doctor of Dental Medicine	None Required	None Required	RA 1080 - Dentist	N/A	City Health Department	
3	Administrative Aide VI (Accounting Clerk II)	229	6	16877	Completion of 2 years studies in college	None Required	None Required	Career Service Subprofessional	N/A	Office of the City Accountant	
4	Administrative Aide VI (Accounting Clerk II)	230	6	16877	Completion of 2 years studies in college	None Required	None Required	Career Service Subprofessional	N/A	Office of the City Accountant	
5	Administrative Aide VI (Accounting Clerk II)	240	6	16877	Completion of 2 years studies in college	None Required	None Required	Career Service Subprofessional	N/A	Office of the City Accountant	
6	Architect II	77	16	38150	Bachelor's Degree in Architecture	4 hours of relevant training	1 year of relevant work experience	RA 1080 - Architect	N/A	Office of the Building Official	

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 Dec 22, 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
jguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.