

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, JD**  
**OIC-HRMO**

Date:

Dec 4, 2023

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	Licensing Inspector II	60	8	19,744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/	N/A	Business Permits and Licensing Office
2	Administrative Assistant III (Computer Operator II)	315	9	21,211	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional or CS Data Encoder (MC II, s. 96 – Cat. I)	N/A	General Services Department
3	Warehouseman IV (Storekeeper II)	319	13	31,320	Completion of two years studies in College	16 hours of relevant training	3 years of relevant experience	Career Service Subprofessional/	N/A	General Services Department
4	Environmental Management Specialist II	672	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	N/A	Environmental and Natural Resource Management Office
5	Midwife II	470	11	27,000	Completion of Midwifery Course	None Required	2 years of relevant experience	RA 1080 - Midwife	N/A	City Health Department
6	Administrative Aide IV (Clerk II)	160	4	15,586	Completion of 2 years studies in college	None Required	None Required	Career Service Subprofessional/	N/A	City Treasurer's 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 Jan 3, 2024.

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](http://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, JD**

OIC-HRMO

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

[lguormocapplications@gmail.com](mailto:lguormocapplications@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**