

Republic of the Philippines
CGO ORMOC
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

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 29, 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	Administrative Aide I (Crafts and Trades Helper)	1	609	13,000	Must be able to read and write	None Required	None Required	None required (MC 10, s. 13 - Cat. III)	N/A	City Engineering Office
2	Heavy Equipment Operator I	4	621	15,586	High School Graduate or Completion of relevant vocational and trade course	None Required	None Required	Heavy Equipment Operator (MC 11 s. 96 - Cat II)	N/A	City Engineering Office
3	Heavy Equipment Operator I	4	622	15,586	High School Graduate or Completion of relevant vocational and trade course	None Required	None Required	Heavy Equipment Operator (MC 11 s. 96 - Cat II)	N/A	City Engineering Office
	Administrative Aide III (Carpenter I)	3	350	14,678	Elementary Graduate or any relevant vocational/trade course	None Required	None Required	Carpenter (MC 11, s. 96 - Cat. 1)	N/A	City General Services Office
4	Draftsman III	214	11	27,000	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Draftsman (MC 10, s. 2013 - Cat. II)	N/A	City Assessor's Office
5	Draftsman I	215	6	17,553	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required	Draftsman (MC 10, s. 2013 - Cat. II)	N/A	City Assessor's Office

6	Administrative Aide IV (Driver II)	161	4	15.586	Elementary School graduate	None Required	None Required	Professional Driver's License (MC No. 10, s. 2013 – Cat IV)	N/A	City Treasurer's Office
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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 28, 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;
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

iguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.