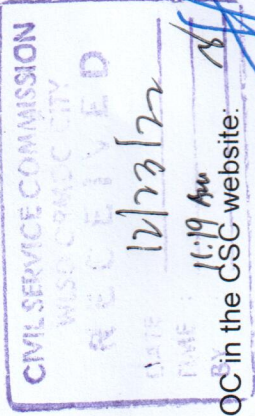


Republic of the Philippines
CGO ORMOC
Request for Publication of Vacant Positions



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: Dec 29, 2022

| 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 Officer IV | 584 | 15 | 35097 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS Professional | N/A | City Engineering Office |
| 2 | Engineer IV | 598 | 22 | 69963 | Bachelor's Degree in Civil Engineering | 16 hours of relevant training | 3 years of relevant experience | RA 1080 - Civil Engineer | N/A | City Engineering Office |
| 3 | Engineer IV | 604 | 22 | 69963 | Bachelor's Degree in Mechanical Engineering | 16 hours of relevant training | 3 years of relevant experience | RA 1080 - Mechanical Engineer | N/A | City Engineering Office |
| 4 | Medical Officer III | 418 | 21 | 62449 | Medical Doctor | None Required | None Required | RA 1080 - Physician | N/A | City Health Department |
| 5 | Project Development Officer IV | 264 | 22 | 69963 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS Professional | N/A | City Planning and Development Office |
| 6 | Planning Officer IV | 257 | 22 | 69963 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS Professional | N/A | City Planning and Development Office |
| 7 | Architect II | 77 | 16 | 38150 | Bachelor's degree in Architecture | 4 hours of relevant training | 1 year of relevant experience | RA 1080 - Architecture | N/A | Office of the Building Official |
| 8 | Administrative Aide VI (Accounting Clerk II) | 229 | 6 | 16877 | Completion of two-year studies in College | None Required | None Required | CS Subprofessional | N/A | Office of the City Accountant |
| 9 | Administrative Aide VI (Accounting Clerk II) | 237 | 6 | 16877 | Completion of two-year studies in College | None Required | None Required | CS Subprofessional | N/A | Office of the City Accountant |
| 10 | Administrative Aide VI (Accounting Clerk II) | 240 | 6 | 16877 | Completion of two-year studies in College | None Required | None Required | CS Subprofessional | N/A | Office of the City Accountant |

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 January

January 29, 2023.

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

lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.