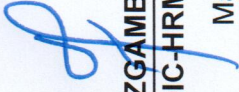


Republic of the Philippines
CGO ORMOC
Request for Publication of Vacant Positions

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
OIC-HRMO

Date:

March 15, 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	City Government Assistant Department Head I	760	23	80,003	Doctor of Medicine	None Required	5 Years Experience as Medical Practitioner	RA 1080 - Physician	N/A	City Health Department
2	City Government Assistant Department Head I	762	23	80,003	Doctor of Medicine	None Required	5 Years Experience as Medical Practitioner	RA 1080 - Physician	N/A	City Health Department
3	City Government Assistant Department Head I (Assistant City Legal Officer)	305	23	80,003	Bachelor of Laws	None Required	5 Years of Experience in the practice of profession	RA 1080 - Lawyer	N/A	Office for City Legal Services
4	Supervising Administrative Officer (Budget Officer IV)	248	22	71,511	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional Second Level Eligibility	N/A	City Budget Office
5	Administrative Aide IV (Fiscal Clerk I)	238	4	15,586	Completion of 2 years studies in college	None required	None required	CS Subprofessional First Level Eligibility	N/A	Office of City Accountant

6	Administrative Aide VI (Fiscal Clerk II)	237	6	17,553	Completion of 2 years studies in college	None required	None required	CS Professional Second Level Eligibility	N/A	Office of City Accountant
7	Administrative Officer V (Fiscal Examiner III)	221	18	46,725	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional Second Level Eligibility	N/A	Office of City Accountant
8	Local Treasury Operations Officer IV	162	22	71,511	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional Second Level Eligibility	N/A	Office of City Accountant
9	Slaughterhouse Master II	703	14	33,843	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional Second Level Eligibility	N/A	Slaughterhouse

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 April 14, 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

iguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.