

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-GUTAS
OIC-HRMO

Date:

3-Feb-22

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	Social Welfare Officer I	543	11	25439	Bachelor's Degree in Social Work	None Required	None Required	RA 1080 Social Worker		City Social Welfare Department
2	Social Welfare Officer I	544	11	25439	Bachelor's Degree in Social Work	None Required	None Required	RA 1080 Social Worker		City Social Welfare Department
3	Social Welfare Assistant	552	8	18998	Completion of 2 years studies in College	4 hours of relevant * training	1 year of relevant experience	CS Subprof First Level Eligibility		City Social Welfare Department
4	Administrative Officer II	768	11	25439	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility		City Social Welfare Department
5	Social Welfare Officer III	539	18	45203	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 Social Worker		City Social Welfare Department
6	Social Welfare Officer IV	763	22	69963	Bachelor's Degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 Social Worker		City Social Welfare Department
7	Administrative Assistant III (Computer Operator II)	586	9	20340	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility Data Encoder (MC 11, s. 96 - Cat. I)		Office of the City Engineer
8	Administrative Assistant II (Accounting Clerk III)	588	8	18998	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		Office of the City Engineer
9	Architect II	77	16	38150	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080 Architect		Office of the Building Official

10	Architect II	572	16	38150	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080 Architect		Office of the City Architect
11	Architect II	602	16	38150	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080 Architect		Office of the City Architect

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 March 3, 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.

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.