

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:

7-Jan-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	Administrative Officer IV	154	15	35097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Office of the City Treasurer
2	Administrative Aide IV (Clerk II)	159	4	14993	Completion of two years studies in College	None Required	None Required	CS Subprof First Level Eligibility		Office of the City Treasurer
3	Revenue Collection Clerk II	166	7	17899	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility		City Treasurer's Office
4	Revenue Collection Clerk I	187, 189	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's Office
5	Administrative Officer V (Cashier III)	194	18	45203	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		Office of the City Treasurer
6	Administrative Assistant II (Disbursing Officer II)	197	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		Office of the City Treasurer
7	City Government Assistant Department Head I	153	23	78455	Bachelor's Degree preferably in commerce, public administration or law	None Required	5 years experience in the treasury or accounting service	CS Prof Second Level Eligibility or its equivalent		Office of the City Treasurer

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 February 1, 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

iguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.