

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

CIVIL SERVICE COMMISSION
ORMO ORMO CITY
RECEIVED
DATE: MAY 20 2022
TIME: 10:03 AM
BY: *[Signature]*

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 4

Date: 20-May-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	Administrative Aide IV (Driver II)	161	4	14993	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		Office of the City Treasurer
4	Local Revenue Collection Officer IV	170	22	69963	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Office of the City Treasurer
5	Local Treasury Collection Officer II	171	15	35097	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Office of the City Treasurer
6	Revenue Collection Clerk I	186	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's Office
7	Revenue Collection Clerk I	187	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's Office
8	Revenue Collection Clerk I	189	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's Office
9	Revenue Collection Clerk I	190	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility		City Treasurer's Office
10	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

11	Assistant City Legal Officer	305	23	78455	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Lawyer)		City Legal Office
12	Slaughterhouse Master II	703	14	32321	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Slaughterhouse
13	Administrative Officer II	782	11	25439	Bachelor's degree relevant to the job	None required	None required	CS Prof Second Level Eligibility		CDRRMO
14	Administrative Aide I (Utility Worker I)	336	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		CDRRMO
15	City Health Officer II	377	25	100788	Doctor of Medicine	None required	5 years experience as medical practitioner	RA 1080 (Physician)		City Health Department
16	City Health Officer I	378	24	88410	Doctor of Medicine	None Required	5 years experience as Medical Practitioner	RA 1080 (Physician)		City Health Department

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 June 20, 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.