

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: June 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	ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	588	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	CITY ENGINEERING OFFICE
2	SOCIAL WELFARE ASSISTANT	549	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE
3	SOCIAL WELFARE ASSISTANT	552	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE
4	SOCIAL WELFARE ASSISTANT	554	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE
5	ADMINISTRATIVE OFFICER II	292	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE CITY ADMINISTRATOR

6	ADMINISTRATIVE ASSISTANT II (Clerk IV)	756	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	OFFICE OF THE CITY ARCHITECT
7	LOCAL ASSESSMENT OPERATIONS OFFICER I	204	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	OFFICE OF THE CITY ASSESSOR
8	ADMINISTRATIVE ASSISTANT II (Clerk IV)	207	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	OFFICE OF THE CITY ASSESSOR
9	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	197	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	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 July 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
lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.