

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-Jun-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	Architect II	77	16	38150	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080 Architect	N/A	Office of the Building Official
2	Local Assessment Operations Officer IV	202	22	69963	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Office of the City Assessor
3	Registration Officer IV	280	22	69963	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Local Civil Registrar
4	Administrative Aide I (Laborer I)	595	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	CEO
5	Administrative Aide I (Laborer I)	596	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	CEO
6	Administrative Aide I (Laborer I)	597	1	12517	Must be able to read and write	None Required	None Required	None Required	N/A	CEO
7	Metal Worker I	606	4	14993	Elementary School Graduate	None required	None required	Metal Worker (MC 11 s. 96 - Cat. I)	N/A	CEO
8	Tax Mapper IV	213	22	69963	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Office of the City Assessor
9	Draftsman I	215	6	16877	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprof First Level Eligibility Draftsman or Illustrator (MC 11, s. 96 - Cat. I)	N/A	Office of the City Assessor
10	Assessment Clerk III	206	9	20402	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	Office of the City Assessor
11	Administrative Aide IV (Clerk II)	208	4	14993	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility	N/A	Office of the City Assessor



12	Administrative Aide IV (Clerk II)	209	4	14993	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility	N/A	Office of the City Assessor
13	Transportation Inspector	778	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	BPLO
14	Administrative Aide III (Driver I)	331	3	14125	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)	N/A	ENRD
15	Senior Cooperatives Development Specialist	744	18	45203	Bachelor's degree relevant	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility	N/A	City Cooperative Dev. Office
16	Administrative Assistant II (Clerk IV)	741	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	Ormoc City Housing Office
17	Watchman I	34	2	13305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	CSU
18	Public Utilities Regulation Officer I	733	11	25439	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility	N/A	ORWASA
19	City Government Assistant Department Head I	762	23	78455	Doctor of Medicine	None Required	5 years experience as Medical Practitioner	RA 1080 (Physician)	N/A	City Health Department
20	Senior Tourism Operations Officer	769	18	45203	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: * Tourism awareness and capability building seminar for LGUs * Seminar on Disaster Risk Reduction and Management * Basic Tourism Statistics Training (BTST) * Local Tourism Guidebook Orientation and: * Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	CS Prof Second Level Eligibility	N/A	Ormoc City Tourism Office
21	Museum Researcher II	770	14	32321	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility	N/A	Ormoc City Tourism Office
22	Museum Researcher I	771	10	22190	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility	N/A	Ormoc City Tourism Office
23	Supervising Administrative Officer (Budget Officer IV)	245	22	69963	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	City Budget Office



24	Administrative Assistant II (Community Affairs Assistant II)	46	8	18998	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	PAIAO
25	Administrative Assistant II (Community Affairs Assistant II)	47	8	18998	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	PAIAO
26	Administrative Assistant II (Community Affairs Assistant II)	49	8	18998	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility	N/A	PAIAO
27	Administrative Assistant III (Computer Operator II)	51	9	20402	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)	N/A	PAIAO
28	Administrative Officer II	782	11	25439	Bachelor's degree relevant to the job	None required	None required	CS Prof Second Level Eligibility	N/A	CDRRMO
29	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)	N/A	CDRRMO
30	Administrative Aide IV (Buyer I)	310	4	14993	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	GSD
31	Administrative Assistant III (Computer Operator II)	316	9	20402	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)	N/A	GSD
32	Administrative Aide III (Laborer II)	318	3	14125	Elementary School Graduate	None Required	None Required	None Required	N/A	GSD
33	Warehouseman IV	319	13	29798	Completion of 2 years studies in College	16 hours of relevant training	3 years of relevant experience	CS Subprof First Level Eligibility	N/A	GSD
34	Administrative Aide V (Carpenter II)	347	5	15909	Elementary School Graduate	None required	None required	Carpenter (MC 11s 96 CAT I)	N/A	GSD
35	Administrative Aide III (Carpenter I)	350	3	14125	Elementary School Graduate	None Required	None Required	Carpenter (MC 11s 96 CAT I)	N/A	GSD
36	Administrative Aide IV (Mechanic I)	615	4	14993	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic (MC 11, s. 96 - Cat. I)	N/A	CEO
37	Administrative Aide IV (Clerk II)	591	4	14993	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility	N/A	CEO
38	Metal Worker I	606	4	14993	Elementary School Graduate	None required	None required	Metal Worker (MC 11 s. 96 - Cat. I)	N/A	CEO
39	Administrative Aide V (Painter II)	608	5	15909	Elementary School Graduate	None required	None required	Painter (MC 11 s. 96 - Cat. I)	N/A	CEO/Motorpool
40	Administrative Aide I (Crafts/Trade Helper)	609	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	CEO/Motorpool
41	Administrative Aide III (Clerk I)	394	3	14125	Completion of 2 yrs. Studies in college	None Required	None Required	CS Subprof First Level Eligibility	N/A	City Health Department
42	Dentist I	429	14	32321	Doctor of Dental Medicine	None required	None required	RA 1080 Dentist	N/A	City Health Department



43	Nurse II	436	16	38150	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 Nurse	N/A	City Health Department
44	Librarian I	12	11	25439	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080 Librarian	N/A	City Library

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 7, 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](http://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.

*"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 indigenuous 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](mailto:lguormocapplications@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**