

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 4

Date: 13-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	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	N/A	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	N/A	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	N/A	City Treasurer's Office
4	Revenue Collection Clerk I	186	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility	N/A	City Treasurer's Office
5	Revenue Collection Clerk I	187	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility	N/A	City Treasurer's Office
6	Revenue Collection Clerk I	189	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility	N/A	City Treasurer's Office
7	Revenue Collection Clerk I	190	5	15909	Completion of two years studies in college	None Required	None Required	CS Subprof First Level Eligibility	N/A	City Treasurer's Office
8	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	N/A	Office of the City Treasurer
9	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	N/A	Office of the City Treasurer

10	City Government Assistant Department Head I (Assistant City Treasurer)	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	N/A	Office of the City Treasurer
11	Administrative Aide IV (Driver II)	161	4	14993	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)	N/A	Office of the City Treasurer
12	Local Treasury Operations Officer IV	162	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 Treasurer
13	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	N/A	Office of the City Treasurer
14	Local Revenue Collection Officer II	171	15	35097	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second 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 13, 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.
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.