

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 Z GAMBO-CUTAS, JD
OIC-HRMO

Date:

July 5, 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	ENGINEER III	575	19	51,357	Bachelor's Degree in Civil Engineering or Electrical Engineering	8 hours of relevant training	2 years of relevant experience	RA 1080 - Civil Engineer or RA 1080 - Electrical Engineer	N/A	City Engineering Office
2	LIVESTOCK INSPECTOR II	637	8	19,744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional	N/A	City Veterinary Office
3	MEAT INSPECTOR I	644	6	17,553	Completion of 2 years studies in college	None Required	None Required	CS Subprofessional	N/A	City Veterinary Office
4	MEAT INSPECTOR II	643	8	19,744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional	N/A	City Veterinary Office
5	ADMINISTRATIVE OFFICER V (Cashier III)	194	18	46,725	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional	N/A	Office Of The City Treasurer
6	LOCAL TREASURY OPERATIONS OFFICER II	163	15	36,619	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional	N/A	Office Of The City Treasurer
7	LOCAL TREASURY OPERATIONS OFFICER II	171	15	36,619	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional	N/A	Office Of The City Treasurer
8	ADMINISTRATIVE ASSISTANT III (Stenographic Reporter II)	147	9	21,211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional	N/A	Sangguniang Panlungsod
9	LOCAL LEGISLATIVE STAFF OFFICER I	143	11	27,000	Bachelor's Degree	None Required	None Required	CS Professional	N/A	Sangguniang Panlungsod

10	ADMINISTRATIVE AIDE III (Driver I)	398	3	14,678	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11 s. 96 - Cat II)	N/A	City Health Office
11	ADMINISTRATIVE OFFICER II	380	11	27,000	Bachelor's Degree	None Required	None Required	CS Professional	N/A	City Health Office
12	MEDICAL OFFICER III	417	21	63,997	Doctor of Medicine	None Required	None Required	RA 1080 - Physician	N/A	City Health Office
13	MEDICAL OFFICER III	811	21	63,997	Doctor of Medicine	None Required	None Required	RA 1080 - Physician	N/A	City Health Office
14	SOCIAL WELFARE OFFICER II	765	15	36,619	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 - Social Worker	N/A	City Social Welfare & Development Office
15	ADMINISTRATIVE AIDE III (Clerk I)	676	3	14,678	Completion of 2 years studies in college	None Required	None Required	CS Subprofessional	N/A	Ormoc City Tourism Office
16	ADMINISTRATIVE AIDE II	678	2	13,819	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96, Cat. III)	N/A	Ormoc City Tourism Office
17	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	708	23	80,003	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional		ORWASA

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 August 4, 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, JD

OIC-HRMO

2nd Flr., New Ormoc City Hall Building, Ormoc City

iguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.