

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

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, JD
OIC-HRMO

Date: July 25, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Senior Administrative Assistant I (Stenographic Reporter IV)	813	13	31320	Completion of 2 year Studies in college	16 hours of relevant training	3 years of relevant experience	CS-Subprofessional (First level eligibility)	N/A	Sangguniang Panlungsod
2	Senior Administrative Assistant I (Stenographic Reporter IV)	814	13	31320	Completion of 2 year Studies in college	16 hours of relevant training	3 years of relevant experience	CS-Subprofessional (First level eligibility)	N/A	Sangguniang Panlungsod
3	City Government Assistant Department Head I	670	23	80003	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional (Second level eligibility)	N/A	ENRO
4	Administrative Officer IV	817	15	36619	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional (Second level eligibility)	N/A	Barangay Affairs Office
5	Administrative Assitant	818	8	19744	Completion of 2 year Studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional	N/A	Barangay Affairs Office
6	Senior Aquaculturist	806	18	46725	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	N/A	Barangay Affairs Office
7	Senior Aquaculturist	807	18	46725	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	N/A	City Agriculture Department
8	Engineer II	808	16	39672	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	N/A	City Agriculture Department

9	Aquacultural Technologist	809	10	23176	Bachelor's Degree in Agriculture or other Allied Courses	None Required	None Required	RA 1080 - Agriculturist	N/A	City Agriculture Department
10	Aquacultural Technologist	810	10	23176	Bachelor's Degree in Agriculture or other Allied Courses	None Required	None Required	RA 1080 - Agriculturist	N/A	City Agriculture 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 August 24, 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.