


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: 8-Jul-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	Housing and Homesite Regulation Officer III	739	16	38150	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility	N/A	Ormoc City Housing Office
2	Administrative Assistant II (Clerk IV)	756	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	OCAR
3	Administrative Aide IV (Clerk II)	673	4	14993	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility	N/A	ENRO
4	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
5	Security Guard I	18	3	14125	High School Graduate	None Required	None Required	Security Guard License (MC 11 s. Cat II)	N/A	Civil Security Unit
6	Watchman I	34	2	13305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	CSU
7	Administrative Aide IV (Comm. Equip. Optr. I)	38	4	14993	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Appropriate License (MC 11, s. 96 - Cat. II)	N/A	CSU
8	Medical Officer IV	412	23	78455	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	N/A	City Health Department

9	Nurse II	440	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
10	Nurse II	441	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
11	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
12	City Government Dept. Head I (City Social Welfare & Dev. Offr)	534	25	100788	Bachelor's Degree in Social Work or BS Degree preferably in Sociology or any related course	5 years experience in the practice of social work	None Required	RA 1080 Social Worker	N/A	City Social Welfare Department
13	Administrative Aide III (Driver I)	67	3	14125	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)	N/A	Traffic Enforcement Unit
14	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		Office of the City Treasurer
15	Administrative Aide IV (Driver II)	161	4	14993	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		Office of the City Treasurer
16	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		Office of the City Treasurer
17	Local Treasury Operations Officer II	171	15	35097	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Office of the City Treasurer
18	City Government Department Head I (City Veterinarian)	634	25	100788	Doctor of Veterinary Medicine	3 years of experience in the practice of veterinary medicine	None required	RA 1080 Veterinarian		City Veterinary Office
19	City Government Assistant Dept. Head I (Assistant City Engineer)	568	23	78455	Bachelor's Degree in Civil Engineering	16 hours of relevant training	3 years experience in the practice of Engineering	RA 1080 Civil Engineer		CEO
20	Engineer III	575	19	49835	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		CEO
21	Engineer IV	604	22	69963	Bachelor's Degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080 Mechanical Engineer		CEO
22	Engineer II	582	16	38150	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		CEO
23	Engineer II	601	16	38150	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		CEO
24	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)		CEO

25	Administrative Aide I (Crafts and Trades Helper)	610	1	12517	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96 - Cat III)		CEO
26	Administrative Aide I (Laborer I)	595	1	12517	Must be able to read and write	None Required	None Required	None Required		CEO
27	Administrative Aide I (Laborer I)	596	1	12517	Must be able to read and write	None Required	None Required	None Required		CEO
28	Administrative Aide I (Laborer I)	597	1	12517	Must be able to read and write	None Required	None Required	None Required		CEO
29	Administrative Aide IV (Clerk II)	591	4	14993	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility		CEO
30	Administrative Aide III (Laborer II)	593	3	14125	Elementary School Graduate	None Required	None Required	None Required		CEO
31	Administrative Aide III (Laborer II)	594	3	14125	Elementary School Graduate	None Required	None Required	None Required		CEO
32	Metal Worker I	606	4	14993	Elementary School Graduate	None required	None required	Metal Worker (MC 11 s. 96 - Cat. I)		CEO
33	Public Utilities Regulation Officer I	733	11	25439	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		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 8, 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.