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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: Aug 22, 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	ADMINISTRATIVE AIDE IV (Communications Equipment Operator I)	38	4	15,586	Completion of two years studies in College or High School Graduate with relevant Vocational / Trade course	None Required	None Required	None Required	Communications Equipment Operator (MC 10, s. 2013 Cat II)	N/A	Civil Security Unit
2	SECURITY AGENT II	15	10	23,176	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional	N/A	N/A	Civil Security Unit
3	SECURITY GUARD I	16	3	14,678	High School graduate	None Required	None Required	Security Guard License (MC 10, s. 2013, Cat II)	N/A	N/A	Civil Security Unit
4	WATCHMAN I	34	2	13,819	Elementary School graduate	None Required	None Required	None Required (MC 10, s. 2013, Cat II)	N/A	N/A	Civil Security Unit
5	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	670	23	80,003	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional	N/A	N/A	Environmental & Natural Resources Office
6	MEDICAL OFFICER III	812	21	63,997	Doctor of Medicine	None Required	None Required	RA 1080 - Physician	N/A	N/A	City Health Department
7	ADMINISTRATIVE AIDE III	67	3	14,678	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional	N/A	N/A	Traffic Enforcement and Management Team

8	SENIOR ADMINISTRATIVE ASSISTANT II (Computer Operator IV)	271	14	33,843	Completion of 2 years in college	16 hours of relevant training	3 years of relevant experience	CS Subprofessional	N/A	City Planning and Development Office - IT Division
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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 Sep 21, 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.