

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. CUTAS
OIC-HRMO

Date: 12-Aug-21

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	Traffic Operations Officer IV	66	22	68415	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Traffic Enforcement & Management Office
2	Traffic Aide I	73, 74	3	13572	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Traffic Enforcement & Management Office
3	Local Legislative Staff Officer I	143	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	CS Prof Second Level Eligibility		Sangguniang Panlungsod
4	Administrative Aide II (Bookbinder I)	150	2	12790	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96 - Cat III)		Sangguniang Panlungsod
5	Administrative Officer I (Records Officer I)	129	10	21205	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		Sangguniang Panlungsod
6	Administrative Aide III (Driver I)	631	3	13572	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		City Administrator's Office

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 September 10, 2021.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

FARICA Z. CUTAS

OIC-HRMO

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

lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.