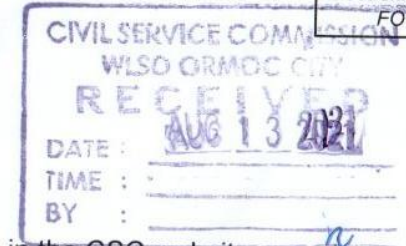


Republic of the Philippines  
**CGO ORMOC**  
Request for Publication of Vacant Positions



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

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: 13-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	Attorney III	306	21	60901	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (Lawyer)		City Legal Office
2	Registration Officer II	281	14	30799	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		LCR
3	Administrative Assistant II (Clerk IV)	284	8	18251	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		LCR
4	Administrative Aide IV (Clerk II)	286	4	14400	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility		LCR

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 15, 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](http://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.

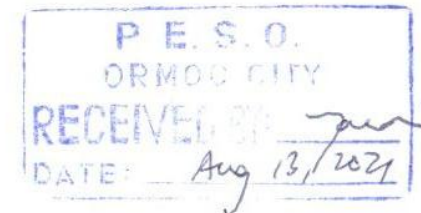
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**FARICA Z. CUTAS**

OIC-HRMO

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

[lguormocapplications@gmail.com](mailto:lguormocapplications@gmail.com)



**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**