

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: 4-Oct-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	Administrative Aide I (Laborer I)	595, 596, 597	1	12034	Must be able to read and write	None Required	None Required	None Required		CEO
2	Metal Worker I	606	4	14400	Elementary School Graduate	None required	None required	Metal Worker (MC 11 s. 96 - Cat. I)		CEO
3	Tax Mapper IV	213	22	68415	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		Office of the City Assessor
4	Draftsman I	215	6	16200	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CS Subprof First Level Eligibility Draftsman or Illustrator (MC 11, s. 96 - Cat. I)		Office of the City Assessor
5	Assessment Clerk III	206	9	19593	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		Office of the City Assessor
6	Administrative Aide IV (Clerk II)	208, 209	4	14400	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility		Office of the City Assessor
7	Local Assessment Operations Officer IV	202	22	68415	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	RA 1080 Real Estate Service		Office of the City Assessor
8	Transportation Inspector	778	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		BPLO
9	Environmental Management Specialist I	773, 774, 775, 776	11	23877	Bachelor's degree relevant to the job	None required	None required	CS Prof Second Level Eligibility		ENRD

10	Administrative Aide III (Driver I)	331	3	13572	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		ENRD
11	Senior Cooperatives Development Specialist	744	18	43681	Bachelor's degree relevant	8 hours of relevant training	2 years of relevant experience	CS Prof Second Level Eligibility		City Cooperative Dev. Office
12	Administrative Assistant II (Clerk IV)	741	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		Ormoc City Housing Office
13	Watchman I	34	2	12790	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		CSU
14	Public Utilities Regulation Officer I	733	11	23877	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		ORWASA
15	Engineer I	772	12	26052	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080		ORWASA
16	City Government Assistant Department Head I	757, 758, 759, 762	23	76907	Doctor of Medicine	None Required	5 years experience as Medical Practitioner	RA 1080 (Physician)		City Health Department
17	Midwife III	451, 452, 458, 459, 460	13	28276	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080 MIDWIFE		CHO
18	Pharmacist I	382	11	23877	Bachelor's degree in Pharmacy	None Required	None Required	RA 1080 Pharmacist		City Health Department
19	Administrative Aide VI (Storekeeper II)	384	6	16200	Completion of 2 years studies in College	None Required	None Required	CS Subprof First Level Eligibility		City Health 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 October 29, 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 ZGAMBO-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.**