

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: 13-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	Licensing Officer I	59	11	23877	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		BPLO
2	City Government Assistant Dept. Head I	670	23	76907	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility		ENRD
3	Administrative Aide IV (Mechanic I)	743	4	14400	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic (MC 11, s. 96 - Cat. I)		ENRD
4	Traffic Aide I	73, 74	3	13572	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Traffic Enforcement Unit
5	Security Guard I	16, 18	3	13572	High School Graduate	None Required	None Required	Security Guard License (MC 11 s. Cat II)		Civil Security Unit
6	Housing and Homesite Regulation Officer III	739	16	36628	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Ormoc City Housing Office
7	Housing and Homesite Regulation Officer I	740	11	23877	Bachelor's Degree	None Required	None Required	CS Prof Second Level Eligibility		Ormoc City Housing Office
8	City Government Dept. Head I (City Social Welfare & Dev. Offr)	534	25	98886	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		City Social Welfare Department
9	Livestock Inspector II	637	8	18251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		City Veterinary 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 November 12, 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

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

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