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FO must be in MS Excel format

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: Nov 7, 2023

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	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	670	23	80,003	Bachelor's Degree relevant to the job	16 hours of relevant experience	3 years of relevant experience	CS Professional	N/A	Environmental and Natural Resource Management Office
2	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT CITY ENGINEER)	568	23	80,003	Bachelor's Degree in Civil Engineering	16 hours of relevant training	3 years of experience in the practice of civil engineering	RA 1080 - Civil Engineer	N/A	City Engineering Office
3	ACCOUNTANT I	219	12	29,165	Bachelor's degree in Accountancy	None Required	None Required	RA 1080 - Accountant	N/A	Office of City Accountant
4	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER I)	225	8	19,744	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of City Accountant
5	POPULATION PROGRAM OFFICER I	511	11	27,000	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Integrated Population, Gender And Development Office
6	ADMINISTRATIVE AIDE II	68	2	13,819	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 1996 - Cat. III)	N/A	Traffic Enforcement and Management Team

7	ADMINISTRATIVE AIDE II	69	2	13,819	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 1996 - Cat. III)	N/A	Traffic Enforcement and Management Team
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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 Dec 6, 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

lguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.