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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 21, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant II	818	8	19,744	Completion of 2 year Studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional	N/A	Barangay Affairs Office
2	Administrative Assistant II	819	8	19,744	Completion of 2 year Studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional	N/A	Barangay Affairs Office
3	Administrative Officer V (Budget Officer III)	249	18	46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional	N/A	City Budget Office
4	Registration Officer II	281	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	N/A	Office of the Civil Registry
5	Project Development Officer	265	15	36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	N/A	City Planning and Development Office
6	Sanitation Inspector I	506	6	17,553	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional	N/A	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 Dec 7, 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 the City Mayor through:

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.