

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 23, 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	Youth Development Officer II	85	14	33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional	n/a	City Youth Development Office
2	Registration Officer IV	280	22	71,511.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional	n/a	Office of the Civil Registry
3	Draftsman III	214	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional	n/a	Office of the City Assessor
4	Local Assessment Operations Officer IV	202	22	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Prof Second Level Eligibility	N/A	Office of the City Assessor
5	Draftsman I	215	6	17,553.00	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)	N/A	Office of the City Assessor
6	Administrative Officer IV (Education Program Specialist)	752	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility	N/A	City Budget Office Educ. Scholarship Section

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 9, 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:

LUCY TORRES GOMEZ

City Mayor

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

lguormocmo@gmail.com

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.