

Republic of the Philippines  
**CGO ORMOC**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

**HRMO**

Date: November 24, 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	President / College Administrator	783	25	102,690.00	Doctoral Degree defined as Level 8 in the Philippine Qualifications Framework as stipulated in PQF-National Coordinating Council Resolution No. 2014-03 adopted on December 11, 2014, and its amendments thereafter; from a CHED-recognized higher learning institution	None Required	5 years of relevant management or administrative experiences	None Required	N/A	City College of Ormoc

Interested and qualified applicants should signify their interest in writing. Attach the documents listed in Annex A to the application letter and send to the address below not later than Jan 2, 2024.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

FARICA ZGAMBO-CUTAS, JD

OIC - HRMO

CGO ORMOC

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

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

## ANNEX A

### Minimum Qualifications - The minimum qualifications of any applicant shall be:

- a. Not less than thirty-five (35) years old and not a day older than the sixty first (61st) birthday at the time of application
- b. A Filipino citizen
- c. Holder of an earned doctorate degree that is defined as level 8 in the PQF under RA No. 10968, awarded by a CHED-recognized HEI or foreign institution accredited by its higher education ministry/commission or appropriate regulatory body;
- d. With proven track record as HEI administrator (e.g., president, vice president, dean, campus administrator, director) or high-level management executive / administrator, whether in the public or private sector, for at least five (5) years; Nomenclature of the position is high level management; a
- e. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.

### Interested applicant must submit one (1) set of original and six (6) certified photocopies of the following documents to the SCP (Search Committee for President) on or before **JANUARY 2, 2024**:

- a. Formal application letter addressed to the Chairman of the Governing Board;
- b. Detailed curriculum vitae, attested and signed by the applicant;
- c. Transcript of records, training certifications, professional accreditations, diplomas, and employment / service records;
- d. Published research work, if any;
- e. Signed and notarized statement containing the Proposed Vision, Mission and Development Goals for the City College of Ormoc by the applicant;
- f. Certificates/clearances from the following government agencies, obtained not more than three (3) months from the filing date of the application indicating that the applicant has not been found guilty in any administrative and/or criminal case:
  - i. National Bureau of Investigation (NBI)
  - ii. Sandiganbayan
  - iii. Civil Service Commission (CSC)
  - iv. Municipal or Regional Trial Court
  - v. Ombudsman (for government employees)
  - vi. Institution/Company where the applicant is presently employed

*In case of delay in the issuance of the agency/office concerned due to pandemic or fortuitous events, proof of payment of application fee may be used in the application subject to submission of the Certificates/Clearances at the time of the pre-evaluation process by the SCP. The deadline of which can be set by the Search Committee.*

- g. Birth certificate authenticated by the Philippine Statistics Authority;
- h. Medical certificate of physical fitness issued by a physician from a government health institution not in any way connected with the applicant or the City College of Ormoc;
- i. Drug testing certificate pursuant to the CSC memorandum Circular No. 13, s. 2017;
- j. Neuro-psychiatric examination result obtained from a government health institution. In the case there is none, the neuro-psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant;
- k. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 12); and
- l. Two-minute introductory video for the presidential position
- m. Recommendation Letters for Employment from at least three persons

\*\* The documentary requirements shall be submitted on or before the deadline specified in the published notice of search and call for application.

\*\*\* **An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.**