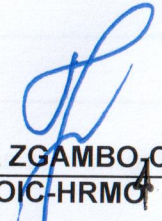


Republic of the Philippines
CGO ORMOC
Request for Publication of Vacant Positions

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: 5-May-22

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	Housing and Homesite Regulation Officer III	739	16	38150	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Prof Second Level Eligibility		Ormoc City Housing Office
2	Administrative Assistant II (Clerk IV)	756	8	18998	Completion of two yeas studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprof First Level Eligibility		OCAr
3	Administrative Aide IV (Clerk II)	673	4	14993	Completion of 2 years studies in College	None required	None required	CS Subprof First Level Eligibility		ENRO
4	Librarian I	12	11	25439	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080 Librarian		City Library
5	Security Guard I	18	3	14125	High School Graduate	None Required	None Required	Security Guard License (MC 11 s. Cat II)		Civil Security Unit
6	Watchman I	34	2	13305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		CSU
7	Administrative Aide IV (Comm. Equip. Optr. I)	38	4	14993	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Appropriate License (MC 11, s. 96 - Cat. II)		CSU
8	Medical Officer IV	412	23	78455	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		City Health Department
9	Nurse II	440	16	38150	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 Nurse		City Health Department

10	Nurse II	441	16	38150	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 Nurse		City Health Department
11	Nurse II	436	16	38150	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 Nurse		City Health Department
12	City Government Dept. Head I (City Social Welfare & Dev. Offr)	534	25	100788	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
13	Administrative Aide III (Driver I)	67	3	14125	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat II)		Traffic Enforcement Unit

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 June 6, 2022.

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.

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

iguormocapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.